

July Board Meeting
Monday, July 20, 2026 6:30 PM

High School Media Center
740 Sherman Ave
Grant, Nebraska 69140

Agenda

1. Call to Order
 - 1.1. Pledge of Allegiance
 - 1.2. Reminder to Public of Open Meetings Act
 - 1.3. Roll Call
 - 1.4. Verification of Notice of Meeting
2. Consent Agenda
 - 2.1. Consider Approving the June 15, 2026, Board Minutes.
 - 2.2. Approve all Bills and Payroll
3. Reports
 - 3.1. Elementary - Mr. Reisig
 - Conferences and Workshops
 - Attendance Focus
 - Summer School
 - Handbook Changes
 - Facility
 - Looking Ahead
 - 3.2. Jr./Sr. High School - Mrs. Sudbeck
 - Enhanced Student Support Spaces
 - Expanded Special Education Services
 - Strengthened MTSS Implementation
 - Advanced District Improvement Efforts
 - Expanded CTE Opportunities
 - 3.3. Activities Director - Mr. Cole
 - NSAA Reimbursement
 - Coaches Clinic / Admin Days
 - Football Crows Nest
 - NFHS / CPR Trainings
 - Handbook Updates
 - 3.4. Curriculum Coordinator - Mrs. Bishop
 - The Summer 2026 Plainsmen Press Flyer
 - Updating our Textbook Inventory
 - Social Media Posts
 - 3.5. Technology Coordinator - Mrs. Seiler
 - Current/Ongoing Work
 - Completed Work
 - Upcoming Work
 - 3.6. Superintendent Report - Mr. Jones
 - Review Superintendent & Board Goals

- Staffing & Budget Updates
 - Summer Facilities Projects
 - Transportation Updates
 - Professional Development & Policy
 - District Planning & Partnerships
4. Public Input
 5. Discussion Items/Action Items
 - 5.1. Review, discuss, and take action to approve updated policies 4056, 5001, 5003, 5004, 6038 and 6046, as presented by KSB School Law. Please review the attached redline policies.
 - 5.2. Review, discuss, and take action on Policy 5018 - Parental Involvement Policy
 - 5.3. Review, Discuss, and Take Action on Policy 5057 - District Title I Parent and Family Engagement
 - 5.4. Review, discuss, and take action on Policy 5045 - Student Fees
 - 5.5. Review, Discuss, and Take Action on Policy 5054 - Student Bullying
 - 5.6. Review, discuss, and take action to approve the 26-27 Elementary Student Handbook
 - 5.7. Review, discuss, and take action to approve the 26-27 Junior High / High School Student Handbook
 - 5.8. Review, discuss, and take action to approve the 26-27 Junior High / High School Activity Handbook
 - 5.9. Review, discuss, and take action to approve the 26-27 Technology / Laptop Handbook
 - 5.10. Review, discuss, and take action to approve the 26-27 Faculty Handbook
 - 5.11. Review, discuss, and take possible action to approve the purchase of the Astor CTE3 Nivano Wall Mounted Changing Table - \$7,740.00
 - 5.12. Review, discuss, and take possible action on the Carl Dietz Financial Consulting Contract for the 26-27 school year - \$7,500.00.
 - 5.13. Review, discuss, and take possible action on the Weathercraft quote to update the roof above the new Ag Classroom - Not to Exceed \$6,000.00
 - 5.14. Review, discuss, and take possible action on the 20/20 invoice for work completed on the New Ag Classroom - \$1,835.70
 - 5.15. Review, discuss, and take possible action on the Paintin Construction invoice for spray foam on the New Ag Classroom - \$3,800.00.
 - 5.16. Review, discuss, and take possible action on the Reese Mechanical quote for heating and air install in the new ag classroom - \$17,118.00
 - 5.17. Discuss and consider the potential need for a handicap accessible van
 - 5.18. Review, discuss, and take potential action on additional concrete work to fix the drainage on the north side of the elementary playground
 6. Executive Session - The Board of Education reserves the right to enter into executive session for the protection of the public interest, or the prevention of the needless injury to the reputation of an individual, and if the individual has not requested a public meeting.
 7. Adjournment

PUBLIC NOTICE

REGULAR MEETING NOTICE

The Perkins County School Board of Education will hold their regular meeting at 6:30 pm, on July 20, 2026, at the Perkins County High School. An agenda is on file in the Superintendent's office.

PUBLISH: July 16, 2026 ZNEZ

PERKINS COUNTY SCHOOLS
Board of Education Regular Meeting
Monday, June 15th, 2026 8am

The regular monthly meeting of the Perkins County Schools Board of Education was called to order in the Junior High/High School Media Center on Monday, June 15th, 2026, at 8:00 a.m. by President Fryzek. The following board members answered the roll call. Chris Fryzek, Jayson Bishop, Jason Noyes, Holly Cornelius as present. Tori Gengenbach & Cameron Sis were absent. Cornelius made a motion to approve the absence, Bishop second. All present yeas. The Pledge of Allegiance was recited, notation of the posted Open Meetings Law was made, and Bishop verified they had seen the published notice of the meeting.

2. Consent Agenda-

2.1 Approval of minutes from May 18th, 2026. Noyes made a motion to approve the minutes, Bishop seconded, passed by majority, roll call vote. Fryzek yeas, Bishop yeas, Cornelius yeas, Noyes yeas, Gengenbach & Sis absent. Yeas-4 Nays-0.

2.2 Approve all Bills and Payroll-discussion was had on bills, Cornelius made a motion, Noyes seconded to approve payment for bills and payroll. General fund amount of \$851,980.78 (payroll \$275,426.53 & bills \$576,554.25) and Lunch Fund amount of \$22,227.77 (payroll \$11,043.81 & bills \$11,183.96). Roll call vote. Noyes yeas, Bishop yeas, Cornelius yeas, Fryzek yeas, Gengenbach & Sis absent. Yeas-4 Nays-0

3. Reports

3.1 Elementary - Mr. Reisig - summer school is currently going on at elementary school. NEMTSS summit-elementary staff was asked to present @ conference held in Kearney in October.

3.2 Jr./Sr. High School - Mr. Pattera-said that the ACT testing that was done online were being rescored. Our test results went up. Assumed there was a glitch in ACT software. Staff will have their CIP retreat today.

3.3 Activities Director - Mr. Cole-turf tank is in and tested. 10 coaches scheduled for the coaches clinic. NSAA will send reimbursement checks out in July

3.4 Curriculum Coordinator - Mrs. Bishop not present Mark gave the update - said they are working on the annual report.

3.5 Technology Coordinator - Mrs. Seiler -working with 20/20 to get security technology issues at Elementary

3.6 Superintendent Report - Mr. Jolliffe-discussed Civil Rights updates in progress, Furniture has been delivered, carpet being installed in both facilities and sidewalk is done on the north side of elementary school. Transportation update-mentioned adding Kenton Heights as a stop. Rex Burge plans to retire next school year, had someone interested in a sub, but might take route next year. Ben Jones would like to know what area schools pay bus drivers. Jolliffe gave update on budget

4. Public Input - No public comments

5. Discussion Items/Action Items

5.1 Review, discuss and take action to approve updated policies as presented by KSB School of law. Board discussed approving some of the policies and holding off approval for some until the entire board was present. Cornelius made motion and Noyes seconded to approve policies 2008,3003,3004,3048,4017,4019,5035,5048,6009 and hold off till all board members were present to discuss policies 4056,5003,5004,6038,5001. Roll call vote. Noyes yea, Bishop yea, Cornelius yea, Fryzek yea, Genegbach & Sis absent. Yea-4 Nay-0

5.2. Review, discuss and take action with the following credit card:

The General Fund credit card that is in the name of: District 1 Perkins County Schools/Mark Jolliffe, obtained through Sandhills State Bank, will be canceled. A new General Fund credit card in the name of: District 1 Perkins County Schools/Benjamin Jones should be obtained through Pinnacle Bank to replace it, effective July 1, 2026.

Fryzek made a motion and Cornelius seconded for approval. Roll call vote. Noyes yea, Bishop yea, Cornelius yea, Fryzek yea, Genegbach & Sis absent. Yea-4 Nay-0

5.3. Review, discuss and take action to remove Mark Jolliffe, Superintendent, as authorized signer from the following accounts and add Ben Jones, Superintendent, as authorized signer, effective July 1, 2026

Activity Fund at Adams Bank & Trust,
Lunch Fund at Adams Bank & Trust and
Transaction Cash account at Sandhills State Bank.

Tanya McArtor and Dawnya Dreiling will remain as authorized signers.

Noyes made a motion and Fryzek seconded for approval. Roll call vote. Noyes yea, Bishop yea, Cornelius yea, Fryzek yea, Genegbach & Sis absent. Yea-4 Nay-0

5.4. Review, discuss and take action to remove Dalton Pettera, Principal as an authorized signer and add Tara Sudbeck, Principal as authorized signer on the following accounts:

Lunch Fund at Adams Bank & Trust and
Transaction Cash account at Sandhills State Bank.

Tanya McArtor and Dawnya Dreiling will remain as authorized signers.

Bishop made motion and Noyes seconded for approval. Roll call vote. Noyes yea, Bishop yea, Cornelius yea, Fryzek yea, Genegbach & Sis absent. Yea-4 Nay-0

5.5. Review, discuss and take action to cancel the Superintendent credit card of Mark Jolliffe from Pinnacle Bank and add a new Superintendent credit card for Benjamin Jones from Pinnacle Bank. The effective date of this change will be July 1, 2026.

Fryzek made a motion and Cornelius seconded for approval. Roll call vote. Noyes yea, Bishop yea, Cornelius yea, Fryzek yea, Genegbach & Sis absent. Yea-4 Nay-0

5.6. Review, discuss and take action to remove Mark Jolliffe, Superintendent, as the authorized signer of the Pinnacle Bank Safe Deposit Box AND add Ben Jones, Superintendent and Jayson Bishop, Board Treasurer, as authorized signers, effective July 1, 2026.

Noyes made a motion and Fryzek seconded for approval.

Roll call vote. Noyes yea, Bishop yea, Cornelius yea, Fryzek yea, Genegbach & Sis absent.
Yea-4 Nay-0

6. Executive Session-Board decided no need for executive session

7. Adjournment - Bishop made a motion to adjourn the meeting and Noyes seconded. passed by majority vote. Roll call vote. Noyes yea, Bishop yea, Cornelius yea, Fryzek yea, Genegbach & Sis absent. Yea-4 Nay-0 The meeting was adjourned at 8:28 p.m.

Board Thanked Jolliffe and Pettera for their years of service

Next Meeting will be held on Monday July 20th, 2026 Budget at 5p.m. meeting to follow at 6:30 p.m.

Respectfully submitted by Dawnya Dreiling

SELECTED Data

Check Register

Arranged by:
Check Number

Check Number	Check Date	Vendor Name	Description	Amount
016170	06/01/2026	District 4 Music Contest	District Music hosting fees	67.22
016171	06/01/2026	Hampton Inn and Suites Lavista	State Track Hotel rooms	3,180.00
016172	06/08/2026	City of Grant	4th Grade Arbor day shirts	100.00
016173	06/08/2026	Hatch's Super Foods	Concession supplies	187.67
016174	06/10/2026	Adams Bank	FFA F2S Cash bag for selling	200.00
016175	06/10/2026	Cash-Wa Distributing	concessions supplies	604.07
016176	06/10/2026	Bomgaars	FFA animal learning lab supplies	605.43
016177	06/10/2026	Pinnacle Bank	Activity Credit Card	2,270.20
016178	06/10/2026	CheerU Camps & Choreography,	Cheer camp/choreography	2,464.00
016179	06/10/2026	Elan Financial Services	General credit card	279.99
016180	06/10/2026	Pinnacle Bank	Mark's Credit Card	3,442.58
016181	06/15/2026	General Fund	General fund reimbursement	500.00
016182	06/15/2026	Nebraska FFA Association	PC State Fair Entry Fee	18.00
016184	06/15/2026	Gopher	Jump for Plainsmen supplies	8,000.40
016185	06/19/2026	Perkins County Fairboard	Nebraska FFA Foundation Grant	4,500.00
Report Total:				26,419.56

Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount

Period from 05/30/2026 through 06/30/2026

Description: June 2026

Cleared Checks

016062	Maywood Schools	03/31/2026	300.00
016075	The Leadership Center	04/08/2026	369.75
016111	Kimball Public Schools	04/27/2026	75.00
016112	McCook High School	04/27/2026	125.00
016119	Perkins Co Youth Development Club	04/30/2026	4,250.00
016125	CheerU Camps & Choreography, LLC	05/06/2026	2,083.00
016130	Ogallala Public Schools	05/06/2026	100.00
016142	Bomgaars	05/12/2026	45.87
016143	Nebraska School Activities Association	05/12/2026	1,445.00
016144	Jayson Bishop	05/12/2026	200.00
016148	Amazon	05/13/2026	25.99
016159	Quail Run Golf Course	05/20/2026	125.00
016162	Awards Unlimited	05/27/2026	91.25
016163	Barefoot	05/27/2026	960.00
016164	BSN Sports	05/27/2026	470.68
016165	Crandal Creek	05/27/2026	278.50
016166	NSAA	05/27/2026	106.20
016167	Platinum Awards & Gifts	05/27/2026	40.05
016168	Awards Unlimited	05/29/2026	32.71
016169	National FFA Organization	05/29/2026	10.00
016170	District 4 Music Contest	06/01/2026	67.22
016171	Hampton Inn and Suites Lavista	06/01/2026	3,180.00
016172	City of Grant	06/08/2026	100.00
016173	Hatch's Super Foods	06/08/2026	187.67
016174	Adams Bank	06/10/2026	200.00
016175	Cash-Wa Distributing	06/10/2026	604.07
016176	Bomgaars	06/10/2026	605.43
016177	Pinnacle Bank	06/10/2026	2,270.20
016179	Elan Financial Services	06/10/2026	279.99
016180	Pinnacle Bank	06/10/2026	3,442.58
016181	General Fund	06/15/2026	500.00
016182	Nebraska FFA Association	06/15/2026	18.00
016185	Perkins County Fairboard	06/19/2026	4,500.00

Cleared Check Total: 27,089.16

Outstanding Checks

015652	Larry Pankonin	10/06/2025	60.00
015690	Sidney High School	11/05/2025	75.00
015922	Butter and Bliss Bakery	01/30/2026	90.00
015947	CheerU Camps & Choreography, LLC	02/04/2026	200.00
015990	Eric Einspahr	02/20/2026	65.00
015996	Morgan Day	02/25/2026	360.00
016115	Hannah Bishop	04/30/2026	500.00
016118	Kaylynn Macke	04/30/2026	500.00
016141	Xtra Pickle LLC	05/11/2026	1,145.98

Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
016154	Drop Zone	05/18/2026	120.00
016160	Morgan Day	05/20/2026	65.00
016161	Olivia Gengenbach	05/20/2026	65.00
016178	CheerU Camps & Choreography, LLC	06/10/2026	2,464.00
016184	Gopher	06/15/2026	8,000.40
Outstanding Check Total:			13,710.38

Voided Checks - None

Bank Statement Reconciliation Summary

1.	Statement Balance	175,692.40
2.	- Outstanding Checks	13,710.38
3.	+ Outstanding Receipts	0.00
4.	Total	161,982.02
5.	+ Investments	0.00
6.	Book Balance	161,982.02

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
Journal Number: 364			June 2026			
			Posted: 07/02/2026 02:11:44 PM			
000000	06/01/2026	CC Sales Cheer & JH Stuco	Proceeds from CC			
1	4012	Concession Stand		196.62	0.00	196.62
2	3001	Cheerleaders-HS		105.88	0.00	105.88
3	4012	Concession Stand		139.42	0.00	139.42
4	3004	Student Council-MS		75.08	0.00	75.08
Receipt Totals:				517.00	0.00	517.00
000000	06/30/2026	Bank Interest	Bank Interest			
1	6090	Interest Earned		57.91	0.00	57.91
Receipt Totals:				57.91	0.00	57.91
Journal Totals:				574.91	0.00	574.91

CLAIMS LIST SUMMARY
TO BE APPROVED AT THE JULY 20, 2026, BOARD MEETING

GENERAL FUND

Payroll	\$ 252,152.50
Bills	<u>\$ 390,153.13</u>
Total	\$ 642,305.63

LUNCH FUND

Payroll	\$ 1,919.35
Bills	<u>\$ 3,719.32</u>
Total	\$ 5,638.68

DEPRECIATION FUND

SPECIAL BUILDING FUND

ALL Data

Expense Budget ReportArranged by:
Account Number

Date Range: YTD thru 07/31/26

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01	GENERAL					
01-2-01100-111-001	Sec Teachers Salary	1,170,000.00	1,088,791.41	0.00	81,208.59	6.94
01-2-01100-111-002	Elem Teachers Salary	870,000.00	788,417.26	0.00	81,582.74	9.37
01-2-01100-114-001	Technology Staff	89,000.00	76,450.00	0.00	12,550.00	14.10
01-2-01100-120-001	Comm Coaches Salary	74,000.00	79,627.01	0.00	-5,627.01	-7.60
01-2-01100-121-001	Sec Temporary Teacher	0.00	0.00	0.00	0.00	0.00
01-2-01100-123-001	Sec Substitute Salary	55,000.00	46,524.00	0.00	8,476.00	15.41
01-2-01100-123-002	Elem Substitute Salary	60,000.00	54,299.00	0.00	5,701.00	9.50
01-2-01100-151-001	Sec Additional Compensation	190,000.00	173,329.28	0.00	16,670.72	8.77
01-2-01100-151-002	Ele Additional Compensation	2,500.00	404.80	0.00	2,095.20	83.80
01-2-01100-152-001	Sec Aides Addl Comp	100.00	0.00	0.00	100.00	100.00
01-2-01100-153-001	Sec Substitutes Addl Comp	500.00	0.00	0.00	500.00	100.00
01-2-01100-211-001	Sec Health Insurance	395,000.00	392,627.25	0.00	2,372.75	0.60
01-2-01100-211-002	Elem Health Insurance	370,000.00	357,808.87	0.00	12,191.13	3.29
01-2-01100-220-001	Sec Soc Sec Non Instruct	5,800.00	6,124.77	0.00	-324.77	-5.59
01-2-01100-220-002	Elem Soc Sec Non Instruct	500.00	134.10	0.00	365.90	73.18
01-2-01100-221-001	Sec Soc Sec	106,000.00	94,192.72	0.00	11,807.28	11.13
01-2-01100-221-002	Elem Soc Sec	68,000.00	59,180.34	0.00	8,819.66	12.97
01-2-01100-222-001	Sec Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01100-223-001	Sec Substitute Soc Sec	4,000.00	3,559.28	0.00	440.72	11.01
01-2-01100-223-002	Elem Substitute Soc Sec	4,500.00	4,137.14	0.00	362.86	8.06
01-2-01100-224-001	Technology Soc Sec	6,500.00	5,657.52	0.00	842.48	12.96
01-2-01100-230-001	Sec Retirement Non Instruct	200.00	792.01	0.00	-592.01	-296.00
01-2-01100-230-002	Elem Retirement Non Instruct	600.00	131.13	0.00	468.87	78.14
01-2-01100-231-001	Sec Retirement	112,000.00	100,827.71	0.00	11,172.29	9.97
01-2-01100-231-002	Elem Retirement	72,000.00	63,784.88	0.00	8,215.12	11.40
01-2-01100-232-001	Sec Aides Retire	0.00	0.00	0.00	0.00	0.00
01-2-01100-233-001	Sec Substitute Retirement	1,000.00	786.74	0.00	213.26	21.32
01-2-01100-233-002	Elem Substitute Retirement	1,000.00	983.66	0.00	16.34	1.63
01-2-01100-234-001	Technology Retirement	6,900.00	6,124.52	0.00	775.48	11.23
01-2-01100-237-000	Increased Retirement	0.00	0.00	0.00	0.00	0.00
01-2-01100-261-000	Unemployment	0.00	0.00	0.00	0.00	0.00
01-2-01100-281-000	Insurance Health Benefit	15,000.00	4,379.49	0.00	10,620.51	70.80
01-2-01100-320-001	Sec ESU Contracted Serv	1,500.00	450.00	0.00	1,050.00	70.00
01-2-01100-320-002	Elem ESU Contracted Serv	3,000.00	1,515.00	0.00	1,485.00	49.50
01-2-01100-330-001	Sec Staff Development	10,000.00	4,688.68	0.00	5,311.32	53.11
01-2-01100-330-002	Elem Staff Development	10,000.00	3,395.39	0.00	6,604.61	66.04
01-2-01100-580-001	Sec Travel Expense	6,000.00	5,661.56	0.00	338.44	5.64
01-2-01100-580-002	Elem Travel Expense	6,000.00	319.04	0.00	5,680.96	94.68
01-2-01100-610-001	Sec Teaching Supplies	50,000.00	68,117.79	0.00	-18,117.79	-36.23
01-2-01100-610-002	Elem Teaching Supplies	30,000.00	41,221.77	0.00	-11,221.77	-37.40
01-2-01100-640-001	Sec Textbooks and	50,000.00	9,496.85	0.00	40,503.15	81.00

ALL Data

Expense Budget ReportArranged by:
Account Number

Date Range: YTD thru 07/31/26

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01100-640-002	Elem Textbooks and	50,000.00	42,112.58	0.00	7,887.42	15.77
01-2-01100-650-001	Sec Computer Supplies	15,000.00	11,128.43	0.00	3,871.57	25.81
01-2-01100-650-002	Elem Computer Supplies	14,344.00	14,770.98	0.00	-426.98	-2.97
01-2-01100-733-001	Sec Furn and Equip	50,000.00	67,142.00	0.00	-17,142.00	-34.28
01-2-01100-733-002	Elem Furn and Equip	50,000.00	23,092.98	0.00	26,907.02	53.81
01-2-01100-734-001	Sec Computer Hardware	30,000.00	35,144.89	0.00	-5,144.89	-17.14
01-2-01100-734-002	Elem Computer Hardware	25,000.00	18,260.19	0.00	6,739.81	26.95
01-2-01125-111-002	Flex-Spending Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-112-002	Flex-Spending Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-221-002	Flex-Sp Soc Sec Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-222-002	Flex-Sp Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-231-002	Flex-Sp Retire Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-232-002	Flex-Sp Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-610-002	Flex-Spending Supplies	0.00	0.00	0.00	0.00	0.00
01-2-01150-111-002	LEP Teachers	70,000.00	62,806.00	0.00	7,194.00	10.27
01-2-01150-112-001	Sec LEP Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-112-002	Elem LEP Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-212-002	LEP Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-01150-221-002	LEP Soc Sec Teachers	5,400.00	4,742.62	0.00	657.38	12.17
01-2-01150-222-001	Sec LEP Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-222-002	Elem LEP Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-231-002	LEP Retire Teachers	5,600.00	5,026.23	0.00	573.77	10.24
01-2-01150-232-001	Sec LEP Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-232-002	Elem LEP Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-580-002	LEP Travel Expense	0.00	0.00	0.00	0.00	0.00
01-2-01150-610-002	LEP Supplies	600.00	213.93	0.00	386.07	64.34
01-2-01150-890-002	LEP Misc	0.00	0.00	0.00	0.00	0.00
01-2-01160-110-001	Teammates Director	0.00	5,000.00	0.00	-5,000.00	0.00
01-2-01160-111-001	Sec Poverty Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01160-111-002	Elem Pov Teach &	5,000.00	0.00	0.00	5,000.00	100.00
01-2-01160-112-002	Poverty Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-220-001	Teammates Soc Sec	0.00	382.50	0.00	-382.50	0.00
01-2-01160-221-001	Sec Pov Teachers Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01160-221-002	Elem Pov Teachers Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01160-222-002	Poverty Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-231-001	Sec Pov Teachers Retire	0.00	0.00	0.00	0.00	0.00
01-2-01160-231-002	Elem Pov Teachers Retire	0.00	0.00	0.00	0.00	0.00
01-2-01160-232-002	Poverty Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-610-001	Poverty Supplies	0.00	0.00	0.00	0.00	0.00
01-2-01160-733-001	Poverty Furniture	0.00	0.00	0.00	0.00	0.00
01-2-01160-734-001	Poverty Comp Hardware	0.00	0.00	0.00	0.00	0.00
01-2-01190-111-002	Preschool Teachers	45,000.00	41,457.00	0.00	3,543.00	7.87

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01-2-01190-112-002	Preschool Aides	40,000.00	41,019.36	0.00	-1,019.36	-2.54
01-2-01190-122-002	Preschool Aides Subs	0.00	0.00	0.00	0.00	0.00
01-2-01190-123-002	Preschool Teacher Substitute	0.00	0.00	0.00	0.00	0.00
01-2-01190-132-002	Preschool Aides Overtime	200.00	0.00	0.00	200.00	100.00
01-2-01190-211-002	Presch Teachers Health Ins	29,300.00	26,770.15	0.00	2,529.85	8.63
01-2-01190-212-002	Presch Aides Health Ins	11,000.00	9,960.39	0.00	1,039.61	9.45
01-2-01190-221-002	Preschool Teachers Soc Sec	3,500.00	3,171.41	0.00	328.59	9.38
01-2-01190-222-002	Preschool Aides Soc Sec	3,200.00	3,138.03	0.00	61.97	1.93
01-2-01190-223-002	Preschool Subs Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01190-231-002	Preschool Teachers Retire	3,700.00	3,316.88	0.00	383.12	10.35
01-2-01190-232-002	Preschool Aides Retire	3,300.00	3,292.25	0.00	7.75	0.23
01-2-01190-610-002	Preschool Supplies	3,500.00	1,336.22	0.00	2,163.78	61.82
01-2-01190-733-002	Preschool Furniture	0.00	0.00	0.00	0.00	0.00
01-2-01200-111-001	SPED Sec Teachers	80,000.00	73,937.00	0.00	6,063.00	7.57
01-2-01200-111-002	SPED Elem Teachers	188,000.00	168,752.31	0.00	19,247.69	10.23
01-2-01200-112-001	SPED Sec Aides	100,000.00	94,580.28	0.00	5,419.72	5.41
01-2-01200-112-002	SPED Elem Aides	135,000.00	153,559.70	0.00	-18,559.70	-13.74
01-2-01200-113-001	SPED Sec Substitutes	500.00	0.00	0.00	500.00	100.00
01-2-01200-113-002	SPED Elem Substitutes	500.00	0.00	0.00	500.00	100.00
01-2-01200-122-002	SPED Elem Aides Substitutes	2,000.00	3,896.25	0.00	-1,896.25	-94.81
01-2-01200-123-001	SPED Sec Teacher Subs	0.00	0.00	0.00	0.00	0.00
01-2-01200-123-002	SPED Elem Teacher Subs	0.00	0.00	0.00	0.00	0.00
01-2-01200-132-001	SPED Sec Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-01200-132-002	SPED Elem Aides Overtime	750.00	0.00	0.00	750.00	100.00
01-2-01200-211-001	SPED Sec Teach Health Ins	22,000.00	19,936.51	0.00	2,063.49	9.37
01-2-01200-211-002	SPED Elem Teach Health Ins	33,000.00	38,924.05	0.00	-5,924.05	-17.95
01-2-01200-212-001	SPED Sec Aides Health Ins	23,000.00	30,508.50	0.00	-7,508.50	-32.64
01-2-01200-212-002	SPED Elem Aides Health Ins	56,000.00	60,389.67	0.00	-4,389.67	-7.83
01-2-01200-221-001	SPED Sec Teachers Soc Sec	6,100.00	5,595.45	0.00	504.55	8.27
01-2-01200-221-002	SPED Elem Teachers Soc	15,000.00	12,855.50	0.00	2,144.50	14.29
01-2-01200-222-001	SPED Sec Aides Soc Sec	7,700.00	7,190.88	0.00	509.12	6.61
01-2-01200-222-002	SPED Elem Aides Soc Sec	10,500.00	11,735.48	0.00	-1,235.48	-11.76
01-2-01200-223-001	SPED Sec Sub Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01200-223-002	SPED Elem Sub Soc Sec	50.00	0.00	0.00	50.00	100.00
01-2-01200-231-001	SPED Sec Teachers Retire	6,500.00	5,921.35	0.00	578.65	8.90
01-2-01200-231-002	SPED Elem Teachers Retire	15,300.00	13,318.71	0.00	1,981.29	12.94
01-2-01200-232-001	SPED Sec Aides Retire	8,200.00	7,589.62	0.00	610.38	7.44
01-2-01200-232-002	SPED Elem Aides Retire	12,000.00	11,678.25	0.00	321.75	2.68
01-2-01200-330-001	Sec SPED Emee Training	100.00	100.00	0.00	0.00	0.00
01-2-01200-330-002	Elem SPED Emee Training	100.00	450.00	0.00	-350.00	-350.00
01-2-01200-332-001	Mileage Paid To Parents	0.00	0.00	0.00	0.00	0.00
01-2-01200-332-002	Mileage Paid To Parents	0.00	0.00	0.00	0.00	0.00

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01-2-01200-562-001	Tuition To Other Districts	0.00	0.00	0.00	0.00	0.00
01-2-01200-591-001	Sec SPED Services Purch	15,000.00	3,943.48	0.00	11,056.52	73.71
01-2-01200-591-002	Elem SPED Services Purch	30,000.00	20,724.58	0.00	9,275.42	30.91
01-2-01200-610-001	Sec SPED Supplies	1,000.00	672.66	0.00	327.34	32.73
01-2-01200-610-002	Elem SPED Supplies	4,000.00	3,186.01	0.00	813.99	20.34
01-2-01200-640-001	Sec SPED Textbooks	500.00	0.00	0.00	500.00	100.00
01-2-01200-640-002	Elem SPED Textbooks	500.00	0.00	0.00	500.00	100.00
01-2-01200-643-001	SPED Sec Software SRS	500.00	496.50	0.00	3.50	0.70
01-2-01200-643-002	SPED Elem Software SRS	500.00	496.50	0.00	3.50	0.70
01-2-01200-733-001	Sec SPED Furniture	5,000.00	7,740.00	0.00	-2,740.00	-54.80
01-2-01200-733-002	Elem SPED Furniture	5,000.00	935.92	0.00	4,064.08	81.28
01-2-01200-890-001	Sec SPED Miscellaneous	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01200-890-002	Elem SPED Miscellaneous	1,000.00	70.00	0.00	930.00	93.00
01-2-01291-591-002	SPED Indirect Ages 3-5	1,000.00	4,457.12	0.00	-3,457.12	-345.71
01-2-01292-591-002	SPED Indirect Ages 0-2	1,000.00	1,091.32	0.00	-91.32	-9.13
01-2-02110-432-000	Student Attendance	7,000.00	6,735.65	0.00	264.35	3.77
01-2-02120-111-001	Sec Guidance	159,000.00	146,177.80	0.00	12,822.20	8.06
01-2-02120-111-002	Elem Guidance	55,000.00	49,808.28	0.00	5,191.72	9.43
01-2-02120-211-001	Sec Guidance Health Ins	29,300.00	32,774.12	0.00	-3,474.12	-11.85
01-2-02120-211-002	Elem Guidance Health Ins	29,300.00	26,770.15	0.00	2,529.85	8.63
01-2-02120-221-001	Sec Guidance Soc Sec	12,300.00	10,877.92	0.00	1,422.08	11.56
01-2-02120-221-002	Elem Guidance Soc Sec	3,500.00	3,763.52	0.00	-263.52	-7.52
01-2-02120-231-001	Sec Guidance Retirement	13,000.00	11,850.61	0.00	1,149.39	8.84
01-2-02120-231-002	Elem Guidance Retirement	4,500.00	3,989.64	0.00	510.36	11.34
01-2-02120-580-001	Sec Guidance Travel	0.00	0.00	0.00	0.00	0.00
01-2-02120-580-002	Elem Guidance Travel	0.00	0.00	0.00	0.00	0.00
01-2-02120-610-001	Sec Guidance Supplies	1,500.00	304.31	0.00	1,195.69	79.71
01-2-02120-610-002	Elem Guidance Supplies	1,500.00	0.00	0.00	1,500.00	100.00
01-2-02120-733-001	Sec Guidance Furn & Equip	3,000.00	154.00	0.00	2,846.00	94.86
01-2-02120-733-002	Elem Guidance Furn & Equip	3,000.00	0.00	0.00	3,000.00	100.00
01-2-02120-890-001	Sec Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02120-890-002	Elem Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02130-116-000	Director Nursing	45,000.00	40,652.34	0.00	4,347.66	9.66
01-2-02130-116-002	Health Services	300.00	0.00	0.00	300.00	100.00
01-2-02130-216-000	Dir. Nursing Health Ins	29,300.00	26,770.15	0.00	2,529.85	8.63
01-2-02130-226-000	Director Nursing Soc Sec	3,500.00	2,999.35	0.00	500.65	14.30
01-2-02130-226-002	Health Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02130-236-000	Director Nursing Retirement	3,600.00	3,256.72	0.00	343.28	9.53
01-2-02130-236-002	Health Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02130-610-002	Health Supplies	3,000.00	1,772.16	0.00	1,227.84	40.92
01-2-02140-111-000	School Psych Salary	0.00	0.00	0.00	0.00	0.00
01-2-02140-221-000	School Psych Soc Sec	0.00	0.00	0.00	0.00	0.00

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01-2-02140-231-000	School Psych Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02140-591-001	Sec Non-SPED Psych	20,000.00	45,498.80	0.00	-25,498.80	-127.49
01-2-02140-591-002	Elem Non-SPED Psych	5,000.00	11,374.72	0.00	-6,374.72	-127.49
01-2-02141-111-000	SPED School Psych Salary	0.00	0.00	0.00	0.00	0.00
01-2-02141-211-000	SPED Sch Psych Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02141-221-000	SPED Sch Psych Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02141-231-000	SPED Sch Psych Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02141-591-001	Sec SPED Psych Contract	50,000.00	16,933.64	0.00	33,066.36	66.13
01-2-02141-591-002	Elem SPED Psych Contract	75,000.00	53,378.83	0.00	21,621.17	28.82
01-2-02151-591-001	Sec SPED Speech/Aud	2,500.00	544.10	0.00	1,955.90	78.23
01-2-02151-591-002	Elem SPED Speech/Aud	35,000.00	59,151.24	0.00	-24,151.24	-69.00
01-2-02151-610-002	SPED Speech Supplies On	500.00	0.00	0.00	500.00	100.00
01-2-02152-591-002	Age3-5 SPED Speech/Aud	0.00	2,470.32	0.00	-2,470.32	0.00
01-2-02152-650-002	Presch SPED Tech Sup	0.00	0.00	0.00	0.00	0.00
01-2-02153-591-002	Age0-2 SPED Speech/Aud	0.00	823.44	0.00	-823.44	0.00
01-2-02161-591-001	Sec SPED OT Contract Serv	5,000.00	262.86	0.00	4,737.14	94.74
01-2-02161-591-002	Elem SPED OT Contract Serv	35,000.00	33,750.24	0.00	1,249.76	3.57
01-2-02171-591-001	Sec SPED PT Contract Serv	2,000.00	0.00	0.00	2,000.00	100.00
01-2-02171-591-002	Elem SPED PT Contract Serv	15,000.00	10,704.25	0.00	4,295.75	28.63
01-2-02181-591-001	Sec SPED Vision Contract	1,500.00	0.00	0.00	1,500.00	100.00
01-2-02181-591-002	Elem SPED Vision Contract	4,000.00	2,357.65	0.00	1,642.35	41.05
01-2-02190-110-001	Activity Bus/Van Drivers	25,000.00	23,333.28	0.00	1,666.72	6.66
01-2-02190-220-001	Activity Bus/Van Soc Sec	2,000.00	1,774.29	0.00	225.71	11.28
01-2-02190-230-001	Activity Bus/Van Retirement	1,000.00	696.91	0.00	303.09	30.30
01-2-02190-580-001	Activity Drivers Travel	200.00	281.62	0.00	-81.62	-40.81
01-2-02190-610-001	Sec Support Services	12,000.00	16,169.21	0.00	-4,169.21	-34.74
01-2-02190-610-002	Elem Support Services	5,000.00	7,737.53	0.00	-2,737.53	-54.75
01-2-02220-111-001	Sec Library	0.00	0.00	0.00	0.00	0.00
01-2-02220-111-002	Elem Library	70,000.00	67,490.34	0.00	2,509.66	3.58
01-2-02220-112-001	Sec Library Aides	0.00	0.00	0.00	0.00	0.00
01-2-02220-132-001	Sec Library Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-001	Sec Library Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-002	Elem Library Health Ins	29,300.00	26,770.15	0.00	2,529.85	8.63
01-2-02220-212-001	Sec Library Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-001	Sec Library Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-002	Elem Library Soc Sec	5,400.00	4,903.43	0.00	496.57	9.19
01-2-02220-222-001	Sec Library Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02220-231-001	Sec Library Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02220-231-002	Elem Library Retirement	5,600.00	5,404.37	0.00	195.63	3.49
01-2-02220-232-001	Sec Library Aides Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02220-610-001	Sec Library Supplies	1,500.00	276.79	0.00	1,223.21	81.54
01-2-02220-610-002	Elem Library Supplies	1,500.00	562.23	0.00	937.77	62.51

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01-2-02220-640-001	Sec Library Books/Periodicals	5,000.00	5,005.05	0.00	-5.05	-0.10
01-2-02220-640-002	Ele Library Books/Periodicals	5,000.00	4,338.64	0.00	661.36	13.22
01-2-02220-650-002	Elem Library Tech Supplies	4,000.00	2,370.06	0.00	1,629.94	40.74
01-2-02220-733-001	Sec Library Furniture	5,000.00	10,489.11	0.00	-5,489.11	-109.78
01-2-02220-733-002	Elem Library Furniture	5,000.00	1,248.60	0.00	3,751.40	75.02
01-2-02224-382-001	Distance Learning	23,000.00	23,000.00	0.00	0.00	0.00
01-2-02230-432-000	Tech Repairs/Support	8,000.00	7,368.75	0.00	631.25	7.89
01-2-02310-151-000	Employee Incentive Agmt	0.00	0.00	0.00	0.00	0.00
01-2-02310-270-000	Worker's Comp Non-Instruct	14,000.00	13,528.75	0.00	471.25	3.36
01-2-02310-271-000	Worker's Comp Teachers	30,000.00	30,845.55	0.00	-845.55	-2.81
01-2-02310-272-000	Worker's Comp Aides	10,000.00	9,740.70	0.00	259.30	2.59
01-2-02310-520-001	Sec Property/Liability	85,000.00	82,272.00	0.00	2,728.00	3.20
01-2-02310-520-002	Elem Property/Liability	52,000.00	54,848.00	0.00	-2,848.00	-5.47
01-2-02310-540-000	Advertising	6,500.00	3,307.78	0.00	3,192.22	49.11
01-2-02310-580-000	Board Educ Travel Expense	2,500.00	1,881.92	0.00	618.08	24.72
01-2-02310-610-000	Board Educ Supplies	500.00	0.00	0.00	500.00	100.00
01-2-02310-810-000	Board Educ Dues and Fees	10,500.00	8,112.22	0.00	2,387.78	22.74
01-2-02310-890-000	Board Educ Misc Expense	2,500.00	15,988.98	0.00	-13,488.98	-539.55
01-2-02320-105-000	Superintendent Salary	154,000.00	140,000.01	0.00	13,999.99	9.09
01-2-02320-110-001	Sec Clerical Staff	55,000.00	54,209.21	0.00	790.79	1.43
01-2-02320-130-001	Sec Clerical Staff Overtime	2,500.00	2,222.63	0.00	277.37	11.09
01-2-02320-210-001	Sec Clerical Health Ins	11,000.00	10,865.88	0.00	134.12	1.21
01-2-02320-215-000	Superintendent Health Ins	21,800.00	20,557.75	0.00	1,242.25	5.69
01-2-02320-220-001	Sec Clerical Soc Sec	4,200.00	4,325.30	0.00	-125.30	-2.98
01-2-02320-225-000	Superintendent Soc Sec	11,900.00	10,467.10	0.00	1,432.90	12.04
01-2-02320-230-001	Sec Clerical Retirement	4,100.00	4,267.23	0.00	-167.23	-4.07
01-2-02320-235-000	Superintendent Retirement	12,500.00	11,223.59	0.00	1,276.41	10.21
01-2-02320-295-000	Superintendent Other Benefits	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02320-580-000	Superintendent Travel	2,000.00	5,049.02	0.00	-3,049.02	-152.45
01-2-02320-610-000	Superintendent Supplies	500.00	905.51	0.00	-405.51	-81.10
01-2-02320-733-000	Superintendent Furniture	2,500.00	0.00	0.00	2,500.00	100.00
01-2-02320-810-000	Superintendent Dues and	3,000.00	4,039.00	0.00	-1,039.00	-34.63
01-2-02320-890-000	Superintendent Misc Expense	750.00	677.47	0.00	72.53	9.67
01-2-02330-317-000	Contracted Legal Services	15,000.00	10,897.10	0.00	4,102.90	27.35
01-2-02410-110-001	Sec Clerical Staff	0.00	0.00	0.00	0.00	0.00
01-2-02410-110-002	Elem Clerical Staff	42,500.00	39,418.50	0.00	3,081.50	7.25
01-2-02410-111-001	Sec Principal Salary	101,500.00	100,416.68	0.00	1,083.32	1.06
01-2-02410-111-002	Elem Principal Salary	101,500.00	93,666.67	0.00	7,833.33	7.71
01-2-02410-120-001	Sec Clerical Subs/Temp	500.00	628.57	0.00	-128.57	-25.71
01-2-02410-120-002	Elem Clerical Subs/Temp	500.00	300.00	0.00	200.00	40.00
01-2-02410-130-002	Elem Clerical Staff Overtime	4,000.00	4,158.00	0.00	-158.00	-3.95
01-2-02410-210-002	Elem Clerical Health Ins	10,900.00	9,960.39	0.00	939.61	8.62

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01-2-02410-211-001	Sec Principal Health Ins	29,300.00	29,203.80	0.00	96.20	0.32
01-2-02410-211-002	Elem Principal Health Ins	29,300.00	26,770.15	0.00	2,529.85	8.63
01-2-02410-220-001	Sec Clerical Soc Sec	100.00	48.09	0.00	51.91	51.91
01-2-02410-220-002	Elem Clerical Soc Sec	3,400.00	3,356.45	0.00	43.55	1.28
01-2-02410-221-001	Sec Principal Soc Sec	7,800.00	7,518.22	0.00	281.78	3.61
01-2-02410-221-002	Elem Principal Soc Sec	7,800.00	7,138.96	0.00	661.04	8.47
01-2-02410-230-002	Elem Clerical Retirement	3,600.00	3,529.57	0.00	70.43	1.95
01-2-02410-231-001	Sec Principal Retirement	8,300.00	7,993.71	0.00	306.29	3.69
01-2-02410-231-002	Elem Principal Retirement	8,300.00	7,499.43	0.00	800.57	9.64
01-2-02410-580-001	Sec Principal Travel Expense	1,500.00	612.54	0.00	887.46	59.16
01-2-02410-580-002	Elem Principal Travel Expense	1,500.00	434.95	0.00	1,065.05	71.00
01-2-02410-610-001	Sec Principal Supplies	500.00	26.89	0.00	473.11	94.62
01-2-02410-610-002	Elem Principal Supplies	500.00	0.00	0.00	500.00	100.00
01-2-02410-733-001	Sec Principal Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02410-733-002	Elem Principal Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02410-810-001	Sec Principal Dues and Fees	1,500.00	1,201.00	0.00	299.00	19.93
01-2-02410-810-002	Elem Principal Dues and Fees	1,500.00	1,156.00	0.00	344.00	22.93
01-2-02410-890-001	Sec Principal Misc Expense	500.00	536.00	0.00	-36.00	-7.20
01-2-02410-890-002	Elem Principal Misc Expense	500.00	680.00	0.00	-180.00	-36.00
01-2-02490-111-001	Activities Director Salary	45,000.00	41,899.08	0.00	3,100.92	6.89
01-2-02490-121-001	Temporary Activities Dir	0.00	0.00	0.00	0.00	0.00
01-2-02490-221-001	Activities Dir Soc Sec	3,300.00	3,087.63	0.00	212.37	6.43
01-2-02490-231-001	Activities Dir Retirement	3,500.00	3,356.61	0.00	143.39	4.09
01-2-02510-110-000	Business Manager Salary	73,000.00	71,053.92	0.00	1,946.08	2.66
01-2-02510-130-000	Business Manager Overtime	0.00	1,398.64	0.00	-1,398.64	0.00
01-2-02510-210-000	Business Manager Health Ins	11,000.00	9,960.39	0.00	1,039.61	9.45
01-2-02510-220-000	Business Manager Soc Sec	5,600.00	5,501.92	0.00	98.08	1.75
01-2-02510-230-000	Business Manager Retirement	6,000.00	5,808.06	0.00	191.94	3.19
01-2-02510-315-000	Auditing Services	16,000.00	15,720.90	0.00	279.10	1.74
01-2-02510-531-000	Postage	6,500.00	4,532.35	0.00	1,967.65	30.27
01-2-02510-610-000	Office Supplies	23,000.00	19,410.44	0.00	3,589.56	15.60
01-2-02510-733-000	Business Manager Furniture	0.00	0.00	0.00	0.00	0.00
01-2-02510-890-000	Business Manager Misc	500.00	1,550.55	0.00	-1,050.55	-210.11
01-2-02580-432-000	Administrative Tech Support	105,000.00	97,207.42	0.00	7,792.58	7.42
01-2-02610-110-001	Sec Custodial Salary	104,000.00	101,102.07	0.00	2,897.93	2.78
01-2-02610-110-002	Elem Custodial Salary	72,000.00	62,640.32	0.00	9,359.68	12.99
01-2-02610-130-001	Sec Custodial Overtime	30,000.00	28,343.74	0.00	1,656.26	5.52
01-2-02610-130-002	Elem Custodial Overtime	10,000.00	9,224.21	0.00	775.79	7.75
01-2-02610-210-001	Sec Health Ins	22,000.00	29,881.17	0.00	-7,881.17	-35.82
01-2-02610-210-002	Elem Health Ins	22,000.00	19,920.78	0.00	2,079.22	9.45
01-2-02610-220-001	Sec Soc Sec	10,300.00	9,869.50	0.00	430.50	4.17
01-2-02610-220-002	Elem Soc Sec	6,500.00	5,339.59	0.00	1,160.41	17.85

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01-2-02610-230-001	Sec Retirement	10,800.00	10,137.31	0.00	662.69	6.13
01-2-02610-230-002	Elem Retirement	6,800.00	5,738.83	0.00	1,061.17	15.60
01-2-02610-382-000	Telecomm & Internet	23,000.00	27,335.40	0.00	-4,335.40	-18.84
01-2-02610-410-001	Sec Water, Sewer & Garbage	26,000.00	21,962.30	0.00	4,037.70	15.52
01-2-02610-410-002	Elem Water, Sewer &	12,000.00	9,103.30	0.00	2,896.70	24.13
01-2-02610-442-000	Copier Rental	22,000.00	31,827.36	0.00	-9,827.36	-44.66
01-2-02610-610-001	Sec Custodial Supplies	40,000.00	37,637.07	0.00	2,362.93	5.90
01-2-02610-610-002	Elem Custodial Supplies	30,000.00	25,201.04	0.00	4,798.96	15.99
01-2-02610-621-001	Sec Utility Energy Services	135,000.00	101,164.03	0.00	33,835.97	25.06
01-2-02610-621-002	Elem Utility Energy Services	55,000.00	40,487.36	0.00	14,512.64	26.38
01-2-02620-110-000	Plant Maintenance Salary	68,000.00	61,624.56	0.00	6,375.44	9.37
01-2-02620-210-000	Maintenance Health Ins	11,000.00	9,960.39	0.00	1,039.61	9.45
01-2-02620-220-000	Maintenance Soc Sec	5,300.00	4,605.86	0.00	694.14	13.09
01-2-02620-230-000	Maintenance Retirement	5,500.00	4,925.22	0.00	574.78	10.45
01-2-02620-431-000	Contracted Main & Repairs	200,000.00	167,610.49	0.00	32,389.51	16.19
01-2-02620-610-001	Sec Building Supply	50,000.00	39,287.37	0.00	10,712.63	21.42
01-2-02620-610-002	Elem Building Supply	50,000.00	29,097.85	0.00	20,902.15	41.80
01-2-02620-720-000	Building Improvements	500,000.00	188,455.40	0.00	311,544.60	62.30
01-2-02620-890-000	Maintenance Misc Expense	10,000.00	1,148.00	0.00	8,852.00	88.52
01-2-02630-340-000	Other Professional Services	0.00	0.00	0.00	0.00	0.00
01-2-02650-732-000	Vehicle Acquisition	110,000.00	137,338.00	0.00	-27,338.00	-24.85
01-2-02710-110-000	Bus Driver Salary	50,000.00	47,242.00	0.00	2,758.00	5.51
01-2-02710-220-000	Bus Driver Soc Sec	4,000.00	3,486.64	0.00	513.36	12.83
01-2-02710-230-000	Bus Driver Retirement	4,200.00	3,748.97	0.00	451.03	10.73
01-2-02710-332-000	Route Mileage	4,000.00	1,118.29	0.00	2,881.71	72.04
01-2-02710-626-000	Bus/Van Gasoline	50,000.00	41,908.09	0.00	8,091.91	16.18
01-2-02710-732-000	Bus Acquisition	0.00	0.00	0.00	0.00	0.00
01-2-02710-890-000	Bus Misc Expenses	3,000.00	1,869.64	0.00	1,130.36	37.67
01-2-02712-110-001	SPED Transportation Salary	0.00	0.00	0.00	0.00	0.00
01-2-02712-220-001	SPED Transp Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02712-230-001	SPED Transp Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02712-332-001	SPED Transp Mileage To	0.00	0.00	0.00	0.00	0.00
01-2-02712-332-002	SPED Transp Mileage To	0.00	627.97	0.00	-627.97	0.00
01-2-02712-519-002	SPED Transp Handibus	0.00	0.00	0.00	0.00	0.00
01-2-02730-431-000	Bus/Van Repairs &	20,000.00	44,709.44	0.00	-24,709.44	-123.54
01-2-03535-610-001	High Ability	5,000.00	9,087.99	0.00	-4,087.99	-81.75
01-2-03551-610-001	Career Education Supplies	7,500.00	7,500.00	0.00	0.00	0.00
01-2-04600-450-000	Site Improvements	0.00	0.00	0.00	0.00	0.00
01-2-05000-807-000	Repayment Of Taxes	15,000.00	0.00	0.00	15,000.00	100.00
01-2-06200-111-002	Title I Teachers Salary	51,500.00	44,359.58	0.00	7,140.42	13.86
01-2-06200-112-002	Title I Aides Salary	19,300.00	0.00	0.00	19,300.00	100.00
01-2-06200-132-002	Title I Aides Overtime	0.00	0.00	0.00	0.00	0.00

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01-2-06200-211-002	Title I Teachers Health Ins	21,900.00	0.00	0.00	21,900.00	100.00
01-2-06200-212-002	Title I Aides Health Ins	11,000.00	0.00	0.00	11,000.00	100.00
01-2-06200-221-002	Title I Teachers Soc Sec	4,000.00	3,334.76	0.00	665.24	16.63
01-2-06200-222-002	Title I Aides Soc Sec	1,600.00	0.00	0.00	1,600.00	100.00
01-2-06200-231-002	Title I Teachers Retirement	4,300.00	3,553.70	0.00	746.30	17.35
01-2-06200-232-002	Title I Aides Retirement	1,700.00	0.00	0.00	1,700.00	100.00
01-2-06200-395-002	Title I ESU Contr Serv	4,500.00	3,938.40	0.00	561.60	12.48
01-2-06200-610-002	Title I Supplies	1,000.00	493.50	0.00	506.50	50.65
01-2-06210-221-002	Title I Acct Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06210-231-002	Title I Acct Retirements	0.00	0.00	0.00	0.00	0.00
01-2-06210-320-002	Title I Acct Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-06406-395-000	IDEA Base Preschool First	0.00	4,589.00	0.00	-4,589.00	0.00
01-2-06406-591-000	IDEA Base Preschool	5,000.00	0.00	0.00	5,000.00	100.00
01-2-06408-395-000	IDEA Base Enroll/Pov First	0.00	25,000.00	0.00	-25,000.00	0.00
01-2-06408-396-000	IDEA Base & Enroll/Pov Over	0.00	67,640.00	0.00	-67,640.00	0.00
01-2-06408-591-000	IDEA Base and	95,000.00	0.00	0.00	95,000.00	100.00
01-2-06412-334-000	IDEA Mileage Paid	0.00	0.00	0.00	0.00	0.00
01-2-06412-395-000	IDEA Prop Share Nonpublic	0.00	0.00	0.00	0.00	0.00
01-2-06412-591-000	IDEA Prop Share Nonpublic	0.00	0.00	0.00	0.00	0.00
01-2-06421-330-000	IDEA ARP Prof Dev	0.00	0.00	0.00	0.00	0.00
01-2-06421-591-000	IDEA ARP ESU	0.00	0.00	0.00	0.00	0.00
01-2-06421-610-002	IDEA ARP Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06421-810-001	IDEA ARP Sec Prin Fees	0.00	0.00	0.00	0.00	0.00
01-2-06421-810-002	IDEA ARP Elem Prin Fees	0.00	0.00	0.00	0.00	0.00
01-2-06422-591-000	IDEA Preschool ARP	0.00	0.00	0.00	0.00	0.00
01-2-06423-591-000	IDEA School Age ARP	0.00	0.00	0.00	0.00	0.00
01-2-06450-320-000	Medicaid Contract Services	0.00	0.00	0.00	0.00	0.00
01-2-06700-610-000	Perkins Grant Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06700-739-000	Perkins Grant Equipment	0.00	0.00	0.00	0.00	0.00
01-2-06969-395-000	Title IV	10,000.00	10,000.00	0.00	0.00	0.00
01-2-06990-220-002	PBIS Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06990-230-002	PBIS Retirement	0.00	0.00	0.00	0.00	0.00
01-2-06990-320-002	PBIS Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-06990-330-000	Training Stipends PBIS	0.00	0.00	0.00	0.00	0.00
01-2-06990-580-000	Travel Expense PBIS	0.00	0.00	0.00	0.00	0.00
01-2-06990-610-000	Supplies PBIS	0.00	0.00	0.00	0.00	0.00
01-2-06992-890-000	REAP Funds	36,000.00	35,578.00	0.00	422.00	1.17
01-2-06992-950-000	Special Budget Items	1,500,000.00	0.00	0.00	1,500,000.00	100.00
01-2-06998-112-002	ESSER III Aides Salary	0.00	0.00	0.00	0.00	0.00
01-2-06998-132-002	ESSER III Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-06998-151-002	ESSER III Addl Comp	0.00	0.00	0.00	0.00	0.00
01-2-06998-212-002	ESSER III Aides Health Ins	0.00	0.00	0.00	0.00	0.00

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01-2-06998-221-002	ESSER III Addl Comp Soc	0.00	0.00	0.00	0.00	0.00
01-2-06998-222-002	ESSER III Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06998-231-002	ESSER III Addl Comp Retire	0.00	0.00	0.00	0.00	0.00
01-2-06998-232-002	ESSER III Aides Retirement	0.00	0.00	0.00	0.00	0.00
01-2-06998-330-000	ESSER III Employee Training	0.00	0.00	0.00	0.00	0.00
01-2-06998-431-000	ESSER III Contracted Main	0.00	0.00	0.00	0.00	0.00
01-2-06998-580-000	ESSER III Travel	0.00	0.00	0.00	0.00	0.00
01-2-06998-610-000	ESSER III Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06998-640-000	ESSER III Textbooks	0.00	0.00	0.00	0.00	0.00
01-2-06998-650-000	ESSER III Technology	0.00	0.00	0.00	0.00	0.00
01-2-06998-734-000	ESSER III Computer	0.00	0.00	0.00	0.00	0.00
01-2-06998-890-000	ESSER III Misc Expenses	0.00	0.00	0.00	0.00	0.00
01-2-08000-912-000	Transfer To Lunch Fund	90,000.00	90,000.00	0.00	0.00	0.00
01-2-08000-913-000	Transfer To Activity Fund	70,000.00	0.00	0.00	70,000.00	100.00
01 Current Year Account Totals:		10,887,794.00	8,344,816.43	0.00	2,542,977.57	23.35
01	FUND Totals:	10,887,794.00	8,344,816.43	0.00	2,542,977.57	23.35

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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
02	DEPRECIATION FUND					
02-2-02900-450-000	Construction Services	250,000.00	114,120.68	0.00	135,879.32	54.35
02-2-02900-732-000	Vehicle Acquisition	0.00	0.00	0.00	0.00	0.00
02-2-02900-739-000	Equipment	125,603.00	0.00	0.00	125,603.00	100.00
02 Current Year Account Totals:		375,603.00	114,120.68	0.00	261,482.32	69.61
02	FUND Totals:	375,603.00	114,120.68	0.00	261,482.32	69.61

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03	EMPLOYEE BENEFIT FUND					
03-2-08000-911-000	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
03 Current Year Account Totals:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
03	FUND Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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05	ACTIVITY FUND					
05-2-02900-340-000	Referees	40,000.00	33,867.54	0.00	6,132.46	15.33
05-2-02900-580-000	Travel	40,000.00	36,730.73	0.00	3,269.27	8.17
05-2-02900-610-000	Supplies - General	90,000.00	50,656.46	0.00	39,343.54	43.71
05-2-02900-650-000	Supplies - Technology Related	10,000.00	17,900.79	0.00	-7,900.79	-79.00
05-2-02900-739-000	Equipment	20,000.00	32,175.74	0.00	-12,175.74	-60.87
05-2-02900-810-000	Dues and Fees	4,500.00	6,136.89	0.00	-1,636.89	-36.37
05-2-02900-890-000	Misc Student Expenditures	134,445.00	128,845.91	0.00	5,599.09	4.16
05-2-03200-610-000	Concession Supplies	0.00	44,940.01	0.00	-44,940.01	0.00
05 Current Year Account Totals:		338,945.00	351,254.07	0.00	-12,309.07	-3.63
05	FUND Totals:	338,945.00	351,254.07	0.00	-12,309.07	-3.63

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Arranged by:
Account Number

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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
06	CAFETERIA FUND					
06-2-03100-110-001	Sec Kitchen Staff	75,000.00	71,949.42	0.00	3,050.58	4.06
06-2-03100-110-002	Elem Kitchen Staff	40,000.00	54,353.19	0.00	-14,353.19	-35.88
06-2-03100-120-001	Sec Kitchen Substitutes	2,000.00	911.25	0.00	1,088.75	54.43
06-2-03100-120-002	Elem Kitchen Substitutes	2,000.00	1,608.75	0.00	391.25	19.56
06-2-03100-130-001	Sec Kitchen Staff Overtime	4,000.00	7,129.88	0.00	-3,129.88	-78.24
06-2-03100-130-002	Elem Kitchen Staff Overtime	1,500.00	573.85	0.00	926.15	61.74
06-2-03100-210-001	Sec Kitchen Staff Health Ins	21,900.00	12,676.86	0.00	9,223.14	42.11
06-2-03100-210-002	Elem Kitchen Staff Health Ins	11,000.00	18,109.80	0.00	-7,109.80	-64.63
06-2-03100-220-001	Sec Kitchen Staff Soc Sec	6,000.00	6,103.09	0.00	-103.09	-1.71
06-2-03100-220-002	Elem Kitchen Staff Soc Sec	3,500.00	4,324.97	0.00	-824.97	-23.57
06-2-03100-230-001	Sec Kitchen Staff Retirement	6,500.00	5,624.74	0.00	875.26	13.46
06-2-03100-230-002	Elem Kitchen Staff Retirement	2,700.00	3,302.36	0.00	-602.36	-22.30
06-2-03100-630-001	Sec Food Expense	100,000.00	82,302.86	0.00	17,697.14	17.69
06-2-03100-630-002	Elem Food Expense	100,000.00	82,323.66	0.00	17,676.34	17.67
06-2-03100-890-001	Sec Food Service Misc	14,593.00	6,115.31	0.00	8,477.69	58.09
06-2-03100-890-002	Elem Food Service Misc	7,500.00	4,867.04	0.00	2,632.96	35.10
06-2-08000-911-000	Fund Transfer to General	0.00	0.00	0.00	0.00	0.00
06 Current Year Account Totals:		398,193.00	362,277.03	0.00	35,915.97	9.01
06	FUND Totals:	398,193.00	362,277.03	0.00	35,915.97	9.01

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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
08	BUILDING FUND					
08-2-02620-720-000	Building Improvements	890,000.00	0.00	0.00	890,000.00	100.00
08-2-04600-710-000	Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
08-2-05000-831-000	Note Principal Repayment	525,000.00	1,165,000.00	0.00	-640,000.00	-121.90
08-2-05000-832-000	Note Interest Repayment	36,962.00	37,539.22	0.00	-577.22	-1.56
08-2-05000-833-000	Bond Issuance & Other Costs	0.00	10,750.00	0.00	-10,750.00	0.00
08-2-05000-890-000	Fees For Services	0.00	20.00	0.00	-20.00	0.00
08 Current Year Account Totals:		1,451,962.00	1,213,309.22	0.00	238,652.78	16.43
08	FUND Totals:	1,451,962.00	1,213,309.22	0.00	238,652.78	16.43
Report Totals:		13,452,497.00	10,385,777.43	0.00	3,066,719.57	22.79

Payroll Expense Summary

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Fund	Account Number	Account Description	Earning	Withholding	Employer
FUND: 01					
	01-2-01100-111-001	Sec Teachers Salary	99,104.40		
	01-2-01100-111-002	Elem Teachers Salary	73,150.75		
	01-2-01100-114-001	Technology Staff	6,950.00		
	01-2-01100-151-001	Sec Additional Compensation	15,352.37		
	01-2-01100-151-002	Ele Additional Compensation	36.80		
	01-2-01100-211-001	Sec Health Insurance			34,532.78
	01-2-01100-211-002	Elem Health Insurance			32,934.62
	01-2-01100-220-001	Sec Soc Sec Non Instruct			33.19
	01-2-01100-220-002	Elem Soc Sec Non Instruct			114.97
	01-2-01100-221-001	Sec Soc Sec			8,544.68
	01-2-01100-221-002	Elem Soc Sec			5,491.20
	01-2-01100-224-001	Technology Soc Sec			514.32
	01-2-01100-230-001	Sec Retirement Non Instruct			32.95
	01-2-01100-230-002	Elem Retirement Non Instruct			110.93
	01-2-01100-231-001	Sec Retirement			8,381.08
	01-2-01100-231-002	Elem Retirement			5,359.15
	01-2-01100-234-001	Technology Retirement			508.92
	01-2-01100-320-001	Sec ESU Contracted Serv	450.00		
	01-2-01100-320-002	Elem ESU Contracted Serv	1,515.00		
	01-2-01150-111-002	LEP Teachers	5,696.00		
	01-2-01150-221-002	LEP Soc Sec Teachers			430.35
	01-2-01150-231-002	LEP Retire Teachers			417.09
	01-2-01190-111-002	Preschool Teachers	4,337.00		
	01-2-01190-211-002	Presch Teachers Health Ins			2,433.65
	01-2-01190-212-002	Presch Aides Health Ins			905.49
	01-2-01190-221-002	Preschool Teachers Soc Sec			331.77
	01-2-01190-231-002	Preschool Teachers Retire			317.58
	01-2-01200-111-001	SPED Sec Teachers	6,592.00		
	01-2-01200-111-002	SPED Elem Teachers	15,113.85		
	01-2-01200-112-001	SPED Sec Aides	3,565.42		
	01-2-01200-112-002	SPED Elem Aides	650.00		
	01-2-01200-211-001	SPED Sec Teach Health Ins			1,812.41
	01-2-01200-211-002	SPED Elem Teach Health Ins			3,538.55
	01-2-01200-212-001	SPED Sec Aides Health Ins			2,773.50
	01-2-01200-212-002	SPED Elem Aides Health Ins			5,489.97
	01-2-01200-221-001	SPED Sec Teachers Soc Sec			499.00
	01-2-01200-221-002	SPED Elem Teachers Soc Sec			1,151.36
	01-2-01200-222-001	SPED Sec Aides Soc Sec			272.75
	01-2-01200-222-002	SPED Elem Aides Soc Sec			49.73
	01-2-01200-231-001	SPED Sec Teachers Retire			482.70
	01-2-01200-231-002	SPED Elem Teachers Retire			1,106.71
	01-2-01200-232-001	SPED Sec Aides Retire			261.08
	01-2-01200-232-002	SPED Elem Aides Retire			47.60
	01-2-02120-111-001	Sec Guidance	13,212.76		
	01-2-02120-111-002	Elem Guidance	4,608.48		
	01-2-02120-211-001	Sec Guidance Health Ins			4,085.67
	01-2-02120-211-002	Elem Guidance Health Ins			2,433.65
	01-2-02120-221-001	Sec Guidance Soc Sec			981.33
	01-2-02120-221-002	Elem Guidance Soc Sec			348.63
	01-2-02120-231-001	Sec Guidance Retirement			967.51
	01-2-02120-231-002	Elem Guidance Retirement			337.46

Payroll Expense Summary

ALL Data

Arranged by:
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-02130-116-000	Director Nursing	3,695.67		
	01-2-02130-216-000	Dir. Nursing Health Ins			2,433.65
	01-2-02130-226-000	Director Nursing Soc Sec			272.66
	01-2-02130-236-000	Director Nursing Retirement			270.62
	01-2-02190-110-001	Activity Bus/Van Drivers	1,300.00		
	01-2-02190-220-001	Activity Bus/Van Soc Sec			99.45
	01-2-02190-230-001	Activity Bus/Van Retirement			95.19
	01-2-02220-111-002	Elem Library	6,453.67		
	01-2-02220-211-002	Elem Library Health Ins			2,433.65
	01-2-02220-221-002	Elem Library Soc Sec			470.11
	01-2-02220-231-002	Elem Library Retirement			472.57
	01-2-02320-105-000	Superintendent Salary	11,666.67		
	01-2-02320-110-001	Sec Clerical Staff	2,141.25		
	01-2-02320-130-001	Sec Clerical Staff Overtime	393.75		
	01-2-02320-210-001	Sec Clerical Health Ins			905.49
	01-2-02320-215-000	Superintendent Health Ins			2,433.65
	01-2-02320-220-001	Sec Clerical Soc Sec			190.70
	01-2-02320-225-000	Superintendent Soc Sec			892.50
	01-2-02320-230-001	Sec Clerical Retirement			176.31
	01-2-02320-235-000	Superintendent Retirement			854.29
	01-2-02410-110-002	Elem Clerical Staff	1,936.00		
	01-2-02410-111-001	Sec Principal Salary	15,833.34		
	01-2-02410-111-002	Elem Principal Salary	9,083.33		
	01-2-02410-130-002	Elem Clerical Staff Overtime	115.50		
	01-2-02410-210-002	Elem Clerical Health Ins			905.49
	01-2-02410-211-001	Sec Principal Health Ins			4,867.30
	01-2-02410-211-002	Elem Principal Health Ins			2,433.65
	01-2-02410-220-002	Elem Clerical Soc Sec			156.94
	01-2-02410-221-001	Sec Principal Soc Sec			1,209.83
	01-2-02410-221-002	Elem Principal Soc Sec			692.46
	01-2-02410-230-002	Elem Clerical Retirement			150.22
	01-2-02410-231-001	Sec Principal Retirement			1,159.40
	01-2-02410-231-002	Elem Principal Retirement			665.13
	01-2-02490-111-001	Activities Director Salary	3,809.01		
	01-2-02490-221-001	Activities Dir Soc Sec			280.80
	01-2-02490-231-001	Activities Dir Retirement			278.91
	01-2-02510-110-000	Business Manager Salary	6,083.34		
	01-2-02510-210-000	Business Manager Health Ins			905.49
	01-2-02510-220-000	Business Manager Soc Sec			461.67
	01-2-02510-230-000	Business Manager Retirement			445.45
	01-2-02610-110-001	Sec Custodial Salary	14,071.44		
	01-2-02610-110-002	Elem Custodial Salary	6,123.68		
	01-2-02610-130-001	Sec Custodial Overtime	2,007.52		
	01-2-02610-130-002	Elem Custodial Overtime	963.73		
	01-2-02610-210-001	Sec Health Ins			2,716.47
	01-2-02610-210-002	Elem Health Ins			1,810.98
	01-2-02610-220-001	Sec Soc Sec			1,231.35
	01-2-02610-220-002	Elem Soc Sec			521.11
	01-2-02610-230-001	Sec Retirement			1,059.66
	01-2-02610-230-002	Elem Retirement			518.98
	01-2-02620-110-000	Plant Maintenance Salary	5,589.06		
	01-2-02620-210-000	Maintenance Health Ins			905.49

Payroll Expense Summary

ALL Data

Arranged by:
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-02620-220-000	Maintenance Soc Sec			417.50
	01-2-02620-230-000	Maintenance Retirement			409.26
	01-2-06200-111-002	Title I Teachers Salary	4,032.70		
	01-2-06200-221-002	Title I Teachers Soc Sec			303.73
	01-2-06200-231-002	Title I Teachers Retirement			295.30
	01-931	Payable Account		-93,481.99	
FUND 01 Totals:			345,634.49	-93,481.99	164,837.74
FUND: 06					
	06-2-03100-110-001	Sec Kitchen Staff	2,301.00		
	06-2-03100-210-001	Sec Kitchen Staff Health Ins			905.49
	06-2-03100-210-002	Elem Kitchen Staff Health Ins			1,810.98
	06-2-03100-220-001	Sec Kitchen Staff Soc Sec			176.02
	06-2-03100-230-001	Sec Kitchen Staff Retirement			168.49
	06-931	Payable Account		-381.65	
FUND 06 Totals:			2,301.00	-381.65	3,060.98
Report Totals:			347,935.49	-93,863.64	167,898.72

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount

Checks Available to Print

01 - GENERAL

			2020TECH	2020 Technologies		
6148		07/15/26		support		621.25
6198		07/15/26		kitchen remodel		1,835.70
Check Total						2,456.95
Vendor Total						2,456.95
			ABTJKHSA	Adams Bank FBO Jonette Kemling HSA		
3HSAABTJK.394		07/13/26		July 2026 Payroll		239.80
Check Total						239.80
Vendor Total						239.80
			ACTIFUND	Activity Fund		
71526		07/15/26		Equipment, gravel, Family nigh		14,832.45
Check Total						14,832.45
Vendor Total						14,832.45
			ADAMLUMB	Adams Lumber		
71526		07/15/26		Press Box, maintenance sup		3,753.52
Check Total						3,753.52
Vendor Total						3,753.52
			AFLAC12	American Family Life		
2AFLAC12.394		07/13/26		July 2026 Payroll		2,921.29
2AMFA.394		07/13/26		July 2026 Payroll		992.05
Check Total						3,913.34
Vendor Total						3,913.34
			AMAZON	Amazon Capital Services		
71526		07/15/26		computer supplies, furniture		5,237.29
Check Total						5,237.29
Vendor Total						5,237.29
			APPLEINC	Apple Inc.		
MC80492783		07/15/26		computer supplies		1,380.00
MC84007367		07/15/26		IMAC computer		1,429.00
MC84123332		07/15/26		IMAC computer		1,429.00
Check Total						4,238.00
Vendor Total						4,238.00
			BHE4317	Black Hills Energy		
7/26-1		07/15/26		gas		88.46
Check Total						88.46
Vendor Total						88.46
			BHE4318	Black Hills Energy		

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
7/26-2		07/15/26		gas		458.67
					Check Total	458.67
					Vendor Total	458.67
7/26-3		07/15/26	BHE4319	Black Hills Energy gas		137.43
					Check Total	137.43
					Vendor Total	137.43
7/26-4		07/15/26	BHE4479	Black Hills Energy gas		92.87
					Check Total	92.87
					Vendor Total	92.87
7/26-5		07/15/26	BHE5611	Black Hills Energy gas		89.20
					Check Total	89.20
					Vendor Total	89.20
7/26-6		07/15/26	BHE9834	Black Hills Energy gas		100.22
					Check Total	100.22
					Vendor Total	100.22
7/26-7		07/15/26	BHE9835	Black Hills Energy gas		1,057.71
					Check Total	1,057.71
					Vendor Total	1,057.71
3DENTAL.394		07/13/26	BLUECR01	Blue Cross/Blue Shield July 2026 Payroll		7,972.03
3HEAL.394		07/13/26		July 2026 Payroll		104,045.43
71526		07/15/26		additional premium		96.96
					Check Total	112,114.42
					Vendor Total	112,114.42
71526		07/15/26	BOMGAARS	Bomgaars classroom supplies		782.06
					Check Total	782.06
					Vendor Total	782.06
71526		07/15/26	CARLELEC	Carlson Electric repairs		1,127.42
					Check Total	1,127.42
					Vendor Total	1,127.42
			CITYOFGR	City Of Grant		

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
7/26 ES		07/15/26		07/15/26	ES electricity & other utiliti		3,625.97
7/26 HS		07/15/26		07/15/26	HS electricity & other utiliti		9,932.73
					Check Total		13,558.70
					Vendor Total		13,558.70
71526		07/15/26	COMFORTIN	07/15/26	Comfort Inn motel		839.70
					Check Total		839.70
					Vendor Total		839.70
3149		07/15/26	CROUREC	07/15/26	Crouch Recreation rubber mulch		3,150.00
					Check Total		3,150.00
					Vendor Total		3,150.00
1673		07/15/26	CUTEDGE	07/15/26	Cutting Edge Curriculum curriculum subscription		900.00
					Check Total		900.00
					Vendor Total		900.00
71526		07/15/26	DICKBLICK	07/15/26	Blick Art Materials classroom supplies		1,077.33
					Check Total		1,077.33
					Vendor Total		1,077.33
71526		07/15/26	DIETZCARL	07/15/26	Carl Dietz Consulting financial consulting		7,500.00
					Check Total		7,500.00
					Vendor Total		7,500.00
27353		07/15/26	DISTMAN	07/15/26	District Management Group Scheduling License		1,800.00
					Check Total		1,800.00
					Vendor Total		1,800.00
71526		07/15/26	EAKES	07/15/26	Eakes Office Solutions copier, office, maintenance su		4,415.90
					Check Total		4,415.90
					Vendor Total		4,415.90
2FICA.394		07/13/26	EFTPS	07/13/26	EFTPS Payroll Deposit July 2026 Payroll		21,042.76
2FICM.394		07/13/26		07/13/26	July 2026 Payroll		4,921.33
2USIT.394		07/13/26		07/13/26	July 2026 Payroll		22,298.80
3FICA.394		07/13/26		07/13/26	July 2026 Payroll		21,042.76
3FICM.394		07/13/26		07/13/26	July 2026 Payroll		4,921.33
					Check Total		74,226.98

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
						Vendor Total	74,226.98
71526		07/15/26	ENSZHARD	07/15/26	Ensz Hardware classroom, maintenance sup		1,474.44
						Check Total	1,474.44
						Vendor Total	1,474.44
2719B		07/15/26	ESU16	07/15/26	ESU #16 SRS fees		993.00
						Check Total	993.00
						Vendor Total	993.00
3453		07/15/26	ESUCOOR	07/15/26	ESU Coordinating Council Worldbook Power Pack		248.62
						Check Total	248.62
						Vendor Total	248.62
71526		07/15/26	FERGJULIE	07/15/26	Julie Ferguson meal reimbursement		19.00
						Check Total	19.00
						Vendor Total	19.00
3HSAFMTSP.39 4		07/13/26	FMTSPHSA	07/13/26	Fidelity Management Trust FBO Sara Pochon HSA July 2026 Payroll		322.02
						Check Total	322.02
						Vendor Total	322.02
318377		07/15/26	GEOCOMM	07/15/26	GeoComm safety map subscription		1,300.00
						Check Total	1,300.00
						Vendor Total	1,300.00
2786 & 2796		07/15/26	GOFFSERV	07/15/26	Goff Services repairs		413.25
						Check Total	413.25
						Vendor Total	413.25
71526		07/15/26	GRANTRIB	07/15/26	Grant Tribune/High Plains News legal proceedings		436.53
						Check Total	436.53
						Vendor Total	436.53
71526		07/15/26	GREAPL02	07/15/26	Great Plains Communications telephone		2,673.21
						Check Total	2,673.21
						Vendor Total	2,673.21

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
3395		07/15/26	HARBORMED	07/15/26	Harbor Medical changing table		7,740.00
						Check Total	7,740.00
						Vendor Total	7,740.00
71526		07/15/26	HOLIEXPRES	07/15/26	HOLIDAY INN EXPRESS motel		403.00
						Check Total	403.00
						Vendor Total	403.00
328004237626		07/15/26	HOMETOWNL	07/15/26	Hometown Leasing copier leasing		1,760.15
						Check Total	1,760.15
						Vendor Total	1,760.15
7152026		07/15/26	JONESBEN	07/15/26	Ben Jones reimburse moving exp		3,575.00
71526		07/15/26		07/15/26	mileage reimbursement		1,140.48
						Check Total	4,715.48
						Vendor Total	4,715.48
21824		07/15/26	KSBSCHOOL	07/15/26	KSB School Law legal services		146.00
						Check Total	146.00
						Vendor Total	146.00
8402		07/15/26	LAQUINTA	07/15/26	La Quinta Inn & Suites motel		419.85
						Check Total	419.85
						Vendor Total	419.85
2LEGALSH.394		07/13/26	LEGALSHIEL	07/13/26	LegalShield July 2026 Payroll		101.70
						Check Total	101.70
						Vendor Total	101.70
ARL2301772		07/15/26	LOOKOUT	07/15/26	Lookout Books books		117.80
						Check Total	117.80
						Vendor Total	117.80
2MG403B.394		07/13/26	MGTRUST	07/13/26	MG Trust Company July 2026 Payroll		250.00
2MG403ROTH.394		07/13/26		07/13/26	July 2026 Payroll		2,750.00
						Check Total	3,000.00

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
						Vendor Total	3,000.00
BCE 29332		07/15/26	MIDPCOMM	07/15/26	Mid-plains Community College course renewal		150.00
						Check Total	150.00
						Vendor Total	150.00
56001 & 56206		07/15/26	NASB	07/15/26	Nebraska Association of School Boards registrations		210.00
						Check Total	210.00
						Vendor Total	210.00
91702 & 91703		07/15/26	NCSA	07/15/26	NCSA registrations		1,185.00
						Check Total	1,185.00
						Vendor Total	1,185.00
2NEIT.394		07/13/26	NEBRDEPT	07/13/26	Nebraska Depart. Of Revenue July 2026 Payroll		9,696.46
						Check Total	9,696.46
						Vendor Total	9,696.46
2NTRT.394		07/13/26	NEBRRETI	07/13/26	Nebraska Retirement System July 2026 Payroll		24,932.73
3NTRT.394		07/13/26		07/13/26	July 2026 Payroll		25,182.05
						Check Total	50,114.78
						Vendor Total	50,114.78
4573		07/15/26	NEPRWORKS	07/15/26	Nebraska PrintWorks business cards		53.78
						Check Total	53.78
						Vendor Total	53.78
20260129		07/15/26	NEXTPATH	07/15/26	Nextpath annual license		2,500.00
						Check Total	2,500.00
						Vendor Total	2,500.00
8162985		07/15/26	NOVUAUTO	07/15/26	Novus Auto Glass windshield repair		376.20
						Check Total	376.20
						Vendor Total	376.20
71526		07/15/26	NPPD	07/15/26	Nebraska Public Power District Elsie electricity		36.84
						Check Total	36.84
						Vendor Total	36.84

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
1754		07/15/26	NRCSA	07/15/26	Nebraska Rural Community Schools Association dues		850.00
						Check Total	850.00
						Vendor Total	850.00
71526		07/15/26	NREA	07/15/26	National Rural Education Assn Jones dues		75.00
						Check Total	75.00
						Vendor Total	75.00
3HSANSBEG.394		07/13/26	NSBEGHSA	07/13/26	Nebraska State Bank FBO Emily Glause HSA July 2026 Payroll		322.02
						Check Total	322.02
						Vendor Total	322.02
2022204654-reis sue		07/16/26	ONESOUR	07/16/26	One Source background check		19.00
						Check Total	19.00
						Vendor Total	19.00
3HSAPBSB.394		07/13/26	PBSBHSA	07/13/26	Pinnacle Bank FBO Seth Burge HSA July 2026 Payroll		114.24
						Check Total	114.24
						Vendor Total	114.24
2BCBS.394		07/13/26	PCSBCBS	07/13/26	Perkins County Schools July 2026 Payroll		48.48
						Check Total	48.48
						Vendor Total	48.48
71526		07/15/26	PCSTRANS	07/15/26	PCS Transaction Cash fuel, field trip		574.02
						Check Total	574.02
						Vendor Total	574.02
368615219		07/15/26	PEPPER	07/15/26	J. W. Pepper & Son, Inc classroom supplies		26.00
						Check Total	26.00
						Vendor Total	26.00
71526		07/15/26	PERKCOHE	07/15/26	Perkins Co. Health Services DOT physical		150.00
						Check Total	150.00
						Vendor Total	150.00
			PETTDALT		Dalton Pettera		

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
71526		07/15/26		mileage reimbursement		310.88
				Check Total		310.88
				Vendor Total		310.88
71526		07/15/26	PINNVISAGF	Pinnacle Bank Laminator, motel, gas		3,813.79
				Check Total		3,813.79
				Vendor Total		3,813.79
3322833537		07/15/26	PITNEY	Pitney Bowes postage machine		91.14
				Check Total		91.14
				Vendor Total		91.14
71526		07/15/26	PRONTO	Pronto fuel		848.89
				Check Total		848.89
				Vendor Total		848.89
71526		07/15/26	RAPIFIRE	Rapid Fire inspections & repairs		8,460.25
				Check Total		8,460.25
				Vendor Total		8,460.25
13281		07/15/26	REESMECH	Reese Mechanical kitchen remodel		1,316.00
				Check Total		1,316.00
				Vendor Total		1,316.00
14285770&14326 166		07/15/26	ROCKWOOD	Rockler Woodworking classroom supplies		103.00
				Check Total		103.00
				Vendor Total		103.00
71526		07/15/26	SANDHBKCC	Elan Financial Services Press Box Door		1,100.74
				Check Total		1,100.74
				Vendor Total		1,100.74
1032		07/15/26	SCHFINSER	School Financial Services Valuation Estimator		300.00
				Check Total		300.00
				Vendor Total		300.00
53180		07/15/26	SELECAR	Select Carpet & Tile carpet		9,375.16

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
Check Total							9,375.16
Vendor Total							9,375.16
273065		07/15/26	SMARTPASS	07/15/26	SmartPass annual subscription		995.60
Check Total							995.60
Vendor Total							995.60
3HSASSBJL.394		07/13/26	SSBJLHSA	07/13/26	Sandhills State Bank FBO Jasmine Lehl HSA July 2026 Payroll		239.80
Check Total							239.80
Vendor Total							239.80
3HSASSBTS.394		07/13/26	SSBTSHSA	07/13/26	Sandhills State Bank FBO Tristan Stephenson H July 2026 Payroll		322.02
Check Total							322.02
Vendor Total							322.02
71526		07/15/26	STEPHTRIS	07/15/26	Tristan Stephenson reimb classroom supplies		175.43
Check Total							175.43
Vendor Total							175.43
49840477		07/15/26	SWEETWAT	07/15/26	Sweetwater classroom supplies		26.98
Check Total							26.98
Vendor Total							26.98
2LTD.394		07/13/26	T & T MAR	07/13/26	Principal Life Group July 2026 Payroll		261.54
Check Total							261.54
Vendor Total							261.54
001206578		07/15/26	TEACHSTRAT	07/15/26	TeachingStrategies Preschool Assessments		424.50
Check Total							424.50
Vendor Total							424.50
1001		07/15/26	TEAMSONS	07/15/26	TeamSons concrete work		5,704.50
Check Total							5,704.50
Vendor Total							5,704.50
71526		07/15/26	TKOPEST	07/15/26	TKO Pest Control pest control		300.00
Check Total							300.00

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
Vendor Total							300.00
3HSAUBBG.394		07/13/26	UBBGHSA	07/13/26	Omnify/Union Bank FBO Brendan Geier HSA July 2026 Payroll		114.24
Check Total							114.24
Vendor Total							114.24
57-15898		07/15/26	UNINEKEAR	07/15/26	University of Nebraska - Kearney Pupil Transportation Course		125.00
57-16037		07/15/26		07/15/26	Pupil Transportation Course		100.00
Check Total							225.00
Vendor Total							225.00
2VSPVISION.394		07/13/26	VISIONSP	07/13/26	Vision Service Plan (CT) July 2026 Payroll		492.77
Check Total							492.77
Vendor Total							492.77
2CAFE.394		07/13/26	WAGEWORKS	07/13/26	WageWorks, Inc. July 2026 Payroll		1,774.58
2DCARE.394		07/13/26		07/13/26	July 2026 Payroll		997.50
Check Total							2,772.08
Vendor Total							2,772.08
71526		07/15/26	WFBUSMC	07/15/26	Payment Remittance Center classroom supplies		320.41
Check Total							320.41
Vendor Total							320.41
49935		07/15/26	WOODYS	07/15/26	Woody's Pivot Service classroom supplies		938.12
Check Total							938.12
Vendor Total							938.12
9166439		07/15/26	WWADMINFEE	07/15/26	WageWorks admin fee		146.00
Check Total							146.00
Vendor Total							146.00
01 - GENERAL Totals:							390,153.13
06 - CAFETERIA FUND							
3DENTAL.394		07/13/26	BLUECR01	07/13/26	Blue Cross/Blue Shield July 2026 Payroll		171.09
3HEAL.394		07/13/26		07/13/26	July 2026 Payroll		2,545.38
Check Total							2,716.47
Vendor Total							2,716.47
EFTPS					EFTPS Payroll Deposit		

ALL Data
Fiscal Year 2026

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
2FICA.394		07/13/26		07/13/26	July 2026 Payroll		142.66
2FICM.394		07/13/26		07/13/26	July 2026 Payroll		33.36
3FICA.394		07/13/26		07/13/26	July 2026 Payroll		142.66
3FICM.394		07/13/26		07/13/26	July 2026 Payroll		33.36
Check Total							352.04
Vendor Total							352.04
114759		07/15/26	HOLIDKEARN	07/15/26	Holiday Inn Keaney motel		249.90
Check Total							249.90
Vendor Total							249.90
2NEIT.394		07/13/26	NEBRDEPT	07/13/26	Nebraska Depart. Of Revenue July 2026 Payroll		38.81
Check Total							38.81
Vendor Total							38.81
2NTRT.394		07/13/26	NEBRRETI	07/13/26	Nebraska Retirement System July 2026 Payroll		166.82
3NTRT.394		07/13/26		07/13/26	July 2026 Payroll		168.49
Check Total							335.31
Vendor Total							335.31
71526		07/15/26	TJADTARA	07/15/26	Tara Tjaden meal reimbursement		26.79
Check Total							26.79
Vendor Total							26.79
06 - CAFETERIA FUND Totals:							3,719.32
Total of Checks Available to Print:							393,872.45
Report Total:							393,872.45

SELECTED Data

Revenue Budget Report

 Arranged by:
 Account Number

Date Range: YTD thru 07/31/26

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
01	GENERAL				
01-1-01100-000-000	Taxes	4,500,000.00	3,976,191.56	523,808.44	11.64
01-1-01115-000-000	Carline Taxes	150.00	101.07	48.93	32.62
01-1-01120-000-000	Public Power Dist Sales Tax	69,000.00	73,333.69	-4,333.69	-6.28
01-1-01125-000-000	Motor Vehicle Taxes	415,000.00	359,294.66	55,705.34	13.42
01-1-01140-000-000	Prop Tax Penalties & Interest	6,500.00	3,790.52	2,709.48	41.68
01-1-01190-000-000	County Treasurer's Commission	-45,000.00	-40,132.67	-4,867.33	10.81
01-1-01315-000-000	Tuition Received DL Spanish	75,000.00	87,170.36	-12,170.36	-16.22
01-1-01370-000-000	Preschool Tuition	0.00	0.00	0.00	0.00
01-1-01510-000-000	Interest	76,000.00	58,882.26	17,117.74	22.52
01-1-01911-000-000	Local License Fees	2,500.00	2,350.00	150.00	6.00
01-1-01925-000-000	Corporate/Other Private Grants	7,000.00	3,591.53	3,408.47	48.69
01-1-01955-000-000	Dual Credit Reimbursement	5,000.00	9,000.00	-4,000.00	-80.00
01-1-01990-000-000	Other Local Receipts	1,000.00	0.00	1,000.00	100.00
01-1-02110-000-000	County Fines & License	500.00	11,842.92	-11,342.92	-2,268.58
01-1-02130-000-000	Other County Receipts	300.00	0.00	300.00	100.00
01-1-02210-000-000	ESU Receipts	10,000.00	640.00	9,360.00	93.60
01-1-03110-000-000	State Aid	659,000.00	659,133.00	-133.00	-0.02
01-1-03120-000-000	Special Education Sch Age	650,000.00	682,850.00	-32,850.00	-5.05
01-1-03125-000-000	SPED Transportation Sch Age	0.00	0.00	0.00	0.00
01-1-03130-000-000	Homestead Exemption	50,000.00	33,863.24	16,136.76	32.27
01-1-03131-000-000	Property Tax Credit	2,500,000.00	2,757,402.02	-257,402.02	-10.29
01-1-03132-000-000	Personal Property Tax Credit	0.00	0.00	0.00	0.00
01-1-03133-000-000	Nameplate Capacity Tax-Renew Energy	200.00	487.58	-287.58	-143.79
01-1-03180-000-000	Prorate Motor Vehicle	12,000.00	10,048.94	1,951.06	16.25
01-1-03400-000-000	State Apportionment	180,000.00	121,686.82	58,313.18	32.39
01-1-03512-000-000	Distance Ed Incentive Pymnt	23,000.00	24,000.00	-1,000.00	-4.34
01-1-03535-000-000	High Ability Learners	5,000.00	5,168.00	-168.00	-3.36
01-1-03551-000-000	Career Education Grant	7,500.00	7,500.00	0.00	0.00
01-1-03552-000-000	School Safety/Security Grant	0.00	0.00	0.00	0.00
01-1-03599-000-000	Other State Category	0.00	0.00	0.00	0.00
01-1-03800-000-000	NPPD In Lieu Taxes	0.00	0.00	0.00	0.00
01-1-03990-000-000	Other State Receipts	0.00	0.00	0.00	0.00
01-1-04105-000-000	E-Rate Rebates	0.00	0.00	0.00	0.00
01-1-04310-000-000	REAP	35,000.00	0.00	35,000.00	100.00
01-1-04421-000-000	IDEA Part B	0.00	0.00	0.00	0.00
01-1-04422-000-000	IDEA Preschool ARP	0.00	0.00	0.00	0.00
01-1-04423-000-000	IDEA ARP	0.00	0.00	0.00	0.00
01-1-04505-000-000	Title I	65,000.00	32,401.00	32,599.00	50.15
01-1-04506-000-000	Title I Accountability	0.00	0.00	0.00	0.00
01-1-04509-000-000	Title IIA	0.00	0.00	0.00	0.00
01-1-04512-000-000	IDEA Base Allocation	0.00	0.00	0.00	0.00
01-1-04516-000-000	IDEA Preschool	4,600.00	0.00	4,600.00	100.00
01-1-04518-000-000	IDEA Base & Enrollment Poverty	95,000.00	0.00	95,000.00	100.00
01-1-04519-000-000	IDEA Enrollment/Poverty	0.00	0.00	0.00	0.00

SELECTED Data

Revenue Budget Report

Date Range: YTD thru 07/31/26

Arranged by:
Account Number

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
01-1-04521-000-000	IDEA Nonpublic	0.00	0.00	0.00	0.00
01-1-04525-000-000	Perkins Grant	0.00	0.00	0.00	0.00
01-1-04530-000-000	Other Federal Receipts-PBIS	0.00	0.00	0.00	0.00
01-1-04708-000-000	Medicaid Payments (MIPS)	0.00	0.00	0.00	0.00
01-1-04709-000-000	Medicaid Admin Activities (MAAPS)	2,520.00	829.86	1,690.14	67.06
01-1-04969-000-000	Title IV	20,000.00	0.00	20,000.00	100.00
01-1-04996-000-000	CARES Emergency Relief	0.00	0.00	0.00	0.00
01-1-04997-000-000	ESSER II	0.00	0.00	0.00	0.00
01-1-04998-000-000	ESSER III	0.00	0.00	0.00	0.00
01-1-05200-000-000	Other Fund Transfers In	100,000.00	112,580.69	-12,580.69	-12.58
01-1-05300-000-000	Sale Of Property	12,000.00	2,000.00	10,000.00	83.33
01-1-05301-000-000	Insurance Adjustment	5,000.00	41.86	4,958.14	99.16
01-1-05690-000-000	Other Non Revenue	20,000.00	5,250.69	14,749.31	73.74
01-1-06300-000-000	Special Budget Items	1,319,024.00	0.00	1,319,024.00	100.00
01-2-01100-151-999	Addl Comp Acct-Not Used	0.00	0.00	0.00	0.00

01	FUND Totals:	10,887,794.00	9,001,299.60	1,886,494.40	17.32
	Report Totals:	10,887,794.00	9,001,299.60	1,886,494.40	17.32

Revenue Journal (Preliminary)

Fiscal Year: 2026

Entry Line	Date Account	Received From	Receipt Description	Accrue	Description	Bank ID/Account Receivable	Received

Journal: 07/16/26

Entry	07/16/26		June receipts	A	GENERAL	Sandhills State
1	01-1-01100-000-000		Taxes		0.00	337,396.98
2	01-1-01125-000-000		Motor Vehicle Taxes		0.00	25,776.66
3	01-1-01140-000-000		Prop Tax Penalties & Interest		0.00	792.11
4	01-1-03130-000-000		Homestead Exemption		0.00	8,465.81
5	01-1-01190-000-000		County Treasurer's Commission		0.00	-3,466.55
6	01-1-05690-000-000		Other Non Revenue		0.00	680.64
7	01-1-03110-000-000		State Aid		0.00	65,916.00
8	01-1-03120-000-000		Special Education Sch Age		0.00	93,682.00
9	01-1-01315-000-000		Tuition Received DL Spanish		0.00	7,635.36
10	01-1-05200-000-000		Other Fund Transfers In		0.00	11,043.81
11	01-1-01510-000-000		Interest		0.00	8,871.03
Totals for Entry 10842					0.00	556,793.85
Totals for Journal					0.00	556,793.85

Bank Account Totals

A	GENERAL FUND	Sandhills State Bank	556,793.85

Fund Summary

	Receivable	Received
01 GENERAL	0.00	556,793.85

July Transaction Cash
(June Transactions)

Jeannine Cox	Field Trip	\$124.00	01-2-02190-610-002
Wex Bank	Fuel	\$450.02	01-2-02710-626-000

TOTAL \$ 574.02

2025-2026 Perkins County Schools Treasurer's Report - July 2026 Board Meeting - (For the month of June 2026)						
ANNUAL PERCENTAGE YIELD EARNED:			2.48% Sandhills State	1.76% Pinnacle		
			SPECIAL BUILDING	DEPRECIATION	EMPLOYEE BENEFIT	
	GENERAL FUND	LUNCH FUND	FUND	FUND	FUND	ACTIVITY FUND
Balance Forward	\$4,139,345.02	\$12,391.00	\$891,538.60	\$248,408.20	\$0.00	\$187,826.67
EXPENDITURES						
Payroll	\$286,470.34	\$11,043.81				
Bills	\$576,554.25	\$11,183.96				\$26,419.56
Total Bills	\$863,024.59	\$22,227.77	\$0.00	\$0.00	\$0.00	\$26,419.56
RECEIPTS						
LOCAL RECEIPTS	\$388,730.04	\$548.45	\$20,724.98			\$517.00
STATE RECEIPTS	\$168,063.81	\$5,051.85				
FEDERAL RECEIPTS	\$0.00					
Total	\$556,793.85	\$5,600.30	\$20,724.98	\$0.00	\$0.00	\$517.00
Void Checks						
Returned Checks						
Transfers	\$80,000.00	\$45,000.00				
Other Adjustment						
Bank Charges						
Bank Error/Correction						
Lunch/Other Refunds						
Interest		\$8.08	\$1,945.59	\$381.12		\$57.91
TOTAL FUND BALANCE	\$3,913,114.28	\$40,771.61	\$914,209.17	\$248,789.32	\$0.00	\$161,982.02
EXPENDITURES TO-DATE	\$7,702,510.80	\$356,638.36	\$533,309.22	\$114,120.68	\$0.00	\$365,831.19
Fund Budget Totals:	\$10,887,794.00	\$398,193.00	\$1,451,962.00	\$375,603.00	\$0.00	\$338,945.00
Budget Total:						
\$13,452,497.00						

July

2026



PERKINS COUNTY ELEMENTARY SCHOOL

Perkins County Elementary

"Where every day is a **GREAT** day to be a Plainsmen"

Conferences and Workshops:

- **MTSS Summit: North Platte** - The ESU put on another excellent opportunity for our staff to collaborate with other schools, our team, and MTSS coaches to help refine our MTSS model. One of the major focuses was finding a more streamlined approach for transitioning students to the Junior High. Thank you to both teams for taking time out of your summer to help improve systems that heavily impact student outcomes.
- **PowerSchool Rollover: July 1** - Mr. Pettera completed the PowerSchool end-of-year rollover.

Attendance Focus: This year, we have made a small but important change to our PowerSchool attendance management system. Rather than recording attendance in half-day increments, we will now track attendance by the hour. This change provides a more accurate record of the amount of instructional time students miss throughout the school year. Hourly attendance prevents students from accumulating unnecessary absenteeism when they are only out for a short period of time and gives us a clearer picture of each student's time in the classroom. Ultimately, this allows us to better monitor attendance, support students who may be at risk for chronic absenteeism, and ensure our attendance data accurately reflects student participation in learning.

Summer School: The second session of summer school will start up soon. Thank you to Mrs. Cornelieus and Miss White for all their hard work during the summer hours to provide a safe and enjoyable learning environment for our students!

Handbook Edits: [Handbook Edits](#)

Facility:

- The carpet has been laid in multiple classrooms. It is looking and smelling fresh!
- The hallway painting has been completed and it looks **AMAZING!**
- Painting in the cafeteria is underway.

Looking Ahead:

- July 20 PBIS Planning Meeting
- July 29-31 Admin Days in Kearney
- Aug. 7 Teachers Report
- Aug. 11@ 6 pm Elementary Open House
- Aug. 13 First Day of School!

Austin Reisig
Perkins County Elementary Principal



JH/HS July 2026 School Board Meeting Report- Principal Tara Sudbeck

Updated staff lounge to be more functional for staff appreciation events.

Relocated the Licensed Mental Health Practitioner (LMHP) office adjacent to the library.

Repurposed the current LMHP office into a dedicated classroom for our Profound and Multiple Disabilities program.

Converting the conference room adjacent to the superintendent's office into a dedicated nurse's office, allowing for improved health services and student care.

Successfully transitioned Devon Schnorr to the secondary building to serve as our new Profound and Multiple Disabilities Special Education teacher.

Hired a dedicated Profound and Multiple Disabilities Paraprofessional/Certified Nursing Assistant (CNA) to provide specialized instructional and personal care support for students in the program.

Established the Secondary MTSS Leadership Team to strengthen collaboration around academic, behavioral, and social-emotional supports for students.

Scheduled tentative MTSS meeting dates for the 2026-2027 school year to ensure consistent progress monitoring and intervention planning.

Staff members participated in the ESU MTSS Cohort on June 16–17 to deepen understanding of MTSS systems and best practices.

Participated in the district's annual Continuous Improvement Plan (CIP) meeting on June 15. The meeting was highly collaborative and well attended.

New staff member, Che Balcolm, is certified to teach a dual credit stick welding course, expanding Career and Technical Education (CTE) opportunities for students.

Collaborated with Mr. Pattera to ensure smooth transition into new role.

July 2026 - School Board Meeting

Athletic Director Report



Things I have been working on:

- Reimbursement:
 - NSAA around \$5,000
 - State appearances
 - District Hosting
- NCA Coaches Clinic will be July 20-22 @ Lincoln Northstar High School
 - We have around 10 coaches going
- I will be going to ADMIN days in Kearney. July 29-31
 - AD/Student Transportation
- The football crows nest is getting wired with electricity.
 - Luis and I will get sound system up and going after Potts Electric is done
 - Krut will finish the inside when all the wiring is done
- NFHS and CPR Training
 - Will be getting emails if they need it updated
 - NFHS training is every 3 years
 - CPR is every 2 years.
- [2026-27 Handbook](#)
 - [Click Here](#) for Changes

Curriculum Report

School Board Meeting - July 20, 2026

Submitted By: Deanne Bishop - Curriculum Coordinator

1. Update - Ongoing Curriculum Work

- a) The Summer 2026 Plainsmen Press flyer is finished. Admin reviewed the final draft and provided input. Similar to what was done in 2025, Mr. Jones plans to mail hard copies to district patrons. It will also be posted on social media. Additional copies will be used throughout the school year to give to special guests, job applicants, new students and their families, etc.

Link to Summer 2026 Plainsmen Press:

https://drive.google.com/file/d/1SV7L5aB3DLnOX67BN_eYl80MGglh3fm4/view?usp=drive_link

- b) I am working on updating our textbook inventory spreadsheet to reflect 2025-26 purchases. I will also change permissions to district documents and curriculum maps so new personnel can access them.
- c) I continue to make social media posts for the school throughout the summer.



PERKINS COUNTY SCHOOLS

Technology Department

740 SHERMAN AVENUE ♦ PO BOX 829 ♦ GRANT, NE 69140

Phone: 308-352-4735 Extension 110

pcs.tech@perkinscountyschools.org

renee.seiler@perkinscountyschools.org

Renee Seiler, Technology Director

Submitted: July 15, 2026

Current/Ongoing Work

- Working with Brett from 20/20 to fix the following (these will be done after we receive the equipment from e-Rate):
 - Changing out switches from ESU16s Arubas to our E-Rate Ruckus switches at the Elementary
 - Rewiring and labeling the switches at the Elementary
 - Installing a new rack in the main server room and the 2nd-floor server closet
- Discussing/Finalizing “Back to School Night” regarding any changes for this coming August

Completed Work

- Working with 20/20:
 - Connecting new doors at the Elementary / fixed existing door card readers
 - Connecting new doors at the JH/HS / fixed existing door card readers
 - Data drops have been installed in the New Ag Room and the Instrument Repair Room
- Staff laptop updates are 98% complete; the remaining 6 will be done before the end of July
- Grades 2 iPads are ready to go. They have screen protectors and cases installed.
- Grades 5-6 iPads have been set up with screen protectors and cases
- Grades 2, 5, 6 iPads have been enrolled in Mosyle MDM
- Grades 5-6 laptop have been remove from Mosyle MDM / these will be donated to ESU16 and ESU10 for parts
- Replaced broken cases, bags, and chargers (grades 7-12)
- Assembled the new iPad carts for the elementary school / we will sell the old carts

Upcoming Work

- Add a door to the switch room in Alecia’s office (summer)
- Updating Mosyle MDM groups
- Updating Gmail groups
- Adding/Deleting staff
- Adding/Deleting students
- Back to School Night prep
- Enrolling 9th-grade laptops into Mosyle MDM
- Update phone extensions with new staff
- Update keycards for new staff / remove staff who have left the district
- Publish 26-27 Enrollment on the website (goes live July 1st)
- Update faculty and staff on the website
- Update handbooks on the website
- Update calendar links for 26-27
- Update door access groups (need to sit down with admin to determine needs for access)

Executive summary

General Statistics

Days in period:	30
Active Users:	37
Active Printers:	15
Total Printed Pages:	8,510
Total Printed Sheets:	7,118
Total Jobs:	770
Pages per day:	283
Sheets per day:	237

Color Composition

	PAGES	%/TOTAL
Grayscale:	5,069	59.57%
Color:	3,441	40.43%

Duplex Composition

	PAGES	%/TOTAL
Duplex:	2,784	32.71%
Simplex:	5,726	67.29%

Job Type Composition

	PAGES	%/TOTAL
Print:	5,366	63.06%
Copy:	3,144	36.94%
Scan:	0	0.00%
Fax:	0	0.00%

Top Printers

	PAGES	%/TOTAL
pcs-papercut\ELE_Lounge_Color	1,763	20.72%
device\ELE_South_Hallway	1,694	19.91%
pcs-papercut\HS_Lounge_Color	1,194	14.03%
pcs-papercut\HS_Office_Color	768	9.02%
pcs-papercut\ELE_North_Hallway	564	6.63%
pcs-papercut\ELE_South_Hallway	501	5.89%
device\HS_Lounge_Color	472	5.55%
device\HS_Office_Color	380	4.47%
pcs-papercut\HS_Second_Floor	288	3.38%
device\ELE_Office_Color	273	3.21%

Top Users

	PAGES	%/TOTAL
[REDACTED]	1,590	18.68%
[REDACTED]	1,447	17.00%
[REDACTED]	1,139	13.38%
[REDACTED]	844	9.92%
[REDACTED]	845	7.58%
[REDACTED]	500	5.88%
[REDACTED]	241	2.83%
[REDACTED]	197	2.31%
[REDACTED]	190	2.23%
[REDACTED]	181	2.13%

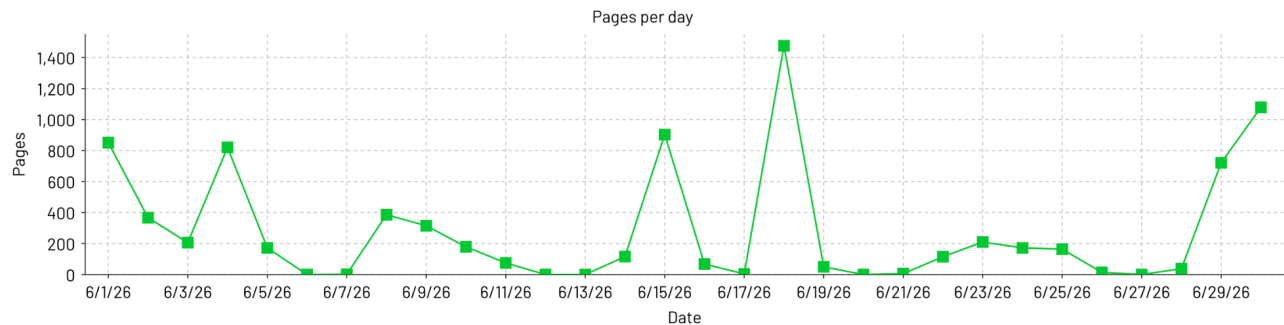
Environmental Impact

Trees Consumed	85.416% of a tree
CO2 Produced	90.4 kg
Equivalent Bulb Hours	5,660.0 hours

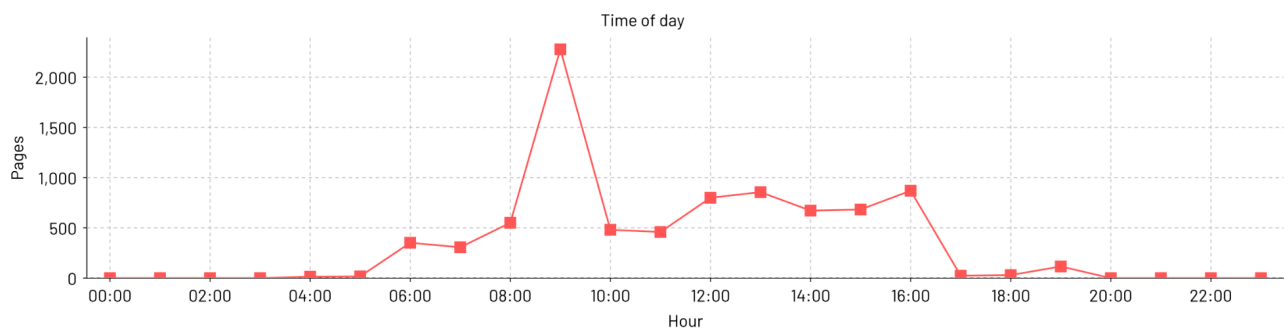
Top Printer Groups

	PAGES
[REDACTED]	
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Daily Page Total - Jun 1, 2026 to Jun 30, 2026.



Hourly Page Total - Jun 1, 2026 to Jun 30, 2026.



Budget Expense Report (Quick View - July 2026)						
Account	Budget	Expenditure	Balance	Budget % Remaining	% of Year Remaining	Reference
Total Payroll	\$6,474,400	\$6,030,681	\$443,719	6.85%	8.33%	Page 1, 2, 3, 4, 5, 6, 7, 8, 9 - EBR
ESU Services / Payments	\$259,000	\$239,859	\$19,141	7.39%	8.33%	Page 1, 5, 9 - EBR
Staff Development	\$20,000	\$8,084	\$11,916	59.58%	8.33%	Page 1 - EBR
Travel Expense	\$12,000	\$5,981	\$6,019	50.16%	8.33%	Page 1 - EBR
Teaching Supplies	\$80,000	\$109,340	-\$29,340	-36.67%	8.33%	Page 1 - EBR
Textbooks	\$100,000	\$51,609	\$48,391	48.39%	8.33%	Page 1 and 2 - EBR
Computer Supplies / Computer Hardware	\$84,344	\$79,304	\$5,040	5.97%	8.33%	Page 2 - EBR
Furniture and Equipment	\$100,000	\$90,235	\$9,765	9.77%	8.33%	Page 2 - EBR
SPED Services Purchases	\$45,000	\$24,668	\$20,332	45.18%	8.33%	Page 4 - EBR
SPED Supplies, Textbooks, Software	\$7,000	\$4,852	\$2,148	30.69%	8.33%	Page 4 - EBR
SPED Furniture and Misc.	\$12,000	\$8,746	\$3,254	27.12%	8.33%	Page 4 - EBR
Student Attendance	\$7,000	\$7,000	\$0	0.00%	8.33%	Page 4 - EBR
Guidance Supplies, Furniture, and Equipment	\$9,000	\$458	\$8,542	94.91%	8.33%	Page 4 - EBR
Support Services	\$17,000	\$23,907	-\$6,907	-40.63%	8.33%	Page 5 - EBR
Library Salary, Insurance, Social Security, and Retirement	\$110,300	\$104,568	\$5,732	5.20%	8.33%	Page 5 - EBR
Library Supplies, Books/Periodicals, Tech, Furniture	\$27,000	\$24,290	\$2,710	10.04%	8.33%	Page 5 and 6 - EBR
Distance Learning	\$23,000	\$23,000	\$0	0.00%	8.33%	Page 6 - EBR
Tech Repairs / Support	\$8,000	\$7,369	\$631	7.89%	8.33%	Page 6 - EBR
Workers Comp	\$54,000	\$54,115	-\$115	-0.21%	8.33%	Page 6 - EBR
Property / Liability	\$137,000	\$137,120	-\$120	-0.09%	8.33%	Page 6 - EBR
Board Travel, Supplies, Dues, Fees, and Misc	\$16,000	\$25,983	-\$9,983	-62.39%	8.33%	Page 6 - EBR
Superintendent Travel, Supplies, Furniture, Dues, Msci	\$8,750	\$10,671	-\$1,921	-21.95%	8.33%	Page 6 - EBR
Legal Services	\$15,000	\$10,897	\$4,103	27.35%	8.33%	Page 6 - EBR
Principals Travel, Supplies, Furniture, Dues, Fees, Misc	\$9,000	\$4,647	\$4,353	48.36%	8.33%	Page 7 - EBR
Office Supplies	\$23,000	\$19,410	\$3,590	15.61%	8.33%	Page 7 - EBR
Admin Tech Support	\$105,000	\$97,207	\$7,793	7.42%	8.33%	Page 7 - EBR
Custodial Supplies	\$70,000	\$62,838	\$7,162	10.23%	8.33%	Page 8 - EBR
Contracted Maintenance and Repairs	\$200,000	\$167,610	\$32,390	16.19%	8.33%	Page 8 - EBR
Building Supplies	\$100,000	\$68,385	\$31,615	31.61%	8.33%	Page 8 - EBR
Building Improvements	\$500,000	\$188,455	\$311,545	62.31%	8.33%	Page 8 - EBR
Maintenance Misc.	\$10,000	\$1,148	\$8,852	88.52%	8.33%	Page 8 - EBR
Vehicle Acquisition	\$110,000	\$137,338	-\$27,338	-24.85%	8.33%	Page 8 - EBR
Route Mileage	\$4,000	\$1,118	\$2,882	72.04%	8.33%	Page 8 - EBR
Bus/Van Gasoline	\$50,000	\$41,908	\$8,092	16.18%	8.33%	Page 8 - EBR
Bus/Van Repairs	\$20,000	\$44,709	-\$24,709	-123.55%	8.33%	Page 8 - EBR
ALL IDEA Items on Page 9	\$100,000	\$97,229	\$2,771	2.77%	8.33%	Page 9 - EBR
Title IV	\$10,000	\$10,000	\$0	0.00%	8.33%	Page 9 - EBR
REAP Funds	\$36,000	\$35,578	\$422	1.17%	8.33%	Page 9 - EBR
Transfer to Lunch Fund	\$90,000	\$90,000	\$0	0.00%	8.33%	Page 10 - EBR
Transfer to Activity	\$70,000	\$0	\$70,000	100.00%	8.33%	Page 10 - EBR
Budget Expense Items Not Listed	\$255,000	\$194,496	\$60,504	23.73%	8.33%	All Pages - EBR
Total Budgeted Expenses	\$9,387,794	\$8,344,816	\$1,042,978	11.11%	8.33%	This Sheets Math
Special Budget Items	\$1,500,000	\$0	\$1,500,000	100.00%	8.33%	Page 9 - EBR
Total General Fund Expenses	\$10,887,794	\$8,344,816	\$2,542,978	23.36%	8.33%	This Sheets Math
Total General Fund Expenses (Used to Verify)	\$10,887,794	\$8,344,816	\$2,542,978	23.36%	8.33%	Page 10 - EBR
Average Per Month Expenses	\$782,316	\$758,620	\$23,696	3.03%		
Payroll Per Month Expenses	\$539,533	\$548,244	-\$8,710	-1.61%		
Bills Per Month Expenses	\$242,783	\$210,376	\$32,407	13.35%		

Budget Expense Report (Quick View - July 2026)							
Account	Budget	Expenditure	Balance	Budget % Remaining	% of Year Remaining	Notes	Reference
Sec Staff Development	\$10,000	\$4,689	\$5,311	53.11%	8.33%		Page 1 - EBR
Elem Staff Development	\$10,000	\$3,396	\$6,604	66.04%	8.33%		Page 1 - EBR
Sec Travel Expense	\$6,000	\$5,662	\$338	5.64%	8.33%		Page 1 - EBR
Elem Travel Expense	\$6,000	\$319	\$5,681	94.68%	8.33%		Page 1 - EBR
Sec Teaching Supplies	\$50,000	\$68,118	-\$18,118	-36.24%	8.33%		Page 1 - EBR
Elem Teaching Supplies	\$30,000	\$41,222	-\$11,222	-37.41%	8.33%		Page 1 - EBR
Sec Textbooks	\$50,000	\$9,497	\$40,503	81.01%	8.33%		Page 1 - EBR
Elem Textbooks	\$50,000	\$42,113	\$7,887	15.77%	8.33%		Page 2 - EBR
Sec Computer Supplies	\$15,000	\$11,128	\$3,872	25.81%	8.33%		Page 2 - EBR
Elem Computer Supplies	\$14,344	\$14,771	-\$427	-2.98%	8.33%		Page 2 - EBR
Sec Furn and Equip	\$50,000	\$67,142	-\$17,142	-34.28%	8.33%		Page 2 - EBR
Elem Furn and Equip	\$50,000	\$23,093	\$26,907	53.81%	8.33%		Page 2 - EBR
Sec Comp Hardware	\$30,000	\$35,145	-\$5,145	-17.15%	8.33%		Page 2 - EBR
Elem Comp Hardware	\$25,000	\$18,260	\$6,740	26.96%	8.33%		Page 2 - EBR
Sec SPED supplies	\$1,000	\$673	\$327	32.73%	8.33%		Page 4 - EBR
Elem SPED supplies	\$4,000	\$3,186	\$814	20.35%	8.33%		Page 4 - EBR
Sec SPED textbooks	\$500	\$0	\$500	100.00%	8.33%		Page 4 - EBR
Elem SPED textbooks	\$500	\$0	\$500	100.00%	8.33%		Page 4 - EBR
SPED Sec Software SRS	\$500	\$497	\$4	0.70%	8.33%		Page 4 - EBR
SPED Elem Software SRS	\$500	\$497	\$4	0.70%	8.33%		Page 4 - EBR
Sec SPED Furniture	\$5,000	\$7,740	-\$2,740	-54.80%	8.33%		Page 4 - EBR
Elem SPED Furniture	\$5,000	\$936	\$4,064	81.28%	8.33%		Page 4 - EBR
Sec SPED Misc	\$1,000	\$0	\$1,000	100.00%	8.33%		Page 4 - EBR
Elem SPED Misc	\$1,000	\$70	\$930	93.00%	8.33%		Page 4 - EBR
Student Attendance	\$7,000	\$6,736	\$264	3.78%	8.33%		Page 4 - EBR
Sec Guidance Supplies	\$1,500	\$304	\$1,196	79.71%	8.33%		Page 4 - EBR
Elem Guidance Supplies	\$1,500	\$0	\$1,500	100.00%	8.33%		Page 4 - EBR
Sec Guidance Furn/Equip	\$3,000	\$154	\$2,846	94.87%	8.33%		Page 4 - EBR
Elem Guidance Furn/Equip	\$3,000	\$0	\$3,000	100.00%	8.33%		Page 4 - EBR
Health Supplies	\$3,000	\$1,772	\$1,228	40.93%	8.33%		Page 4 - EBR
Activity Bus/Van Drivers	\$25,000	\$23,333	\$1,667	6.67%	8.33%		Page 5 - EBR
Sec Library Supplies	\$1,500	\$277	\$1,223	81.55%	8.33%		Page 5 - EBR
Elem Library Supplies	\$1,500	\$562	\$938	62.52%	8.33%		Page 5 - EBR
Sec Library Books/Periodicals	\$5,000	\$5,005	-\$5	-0.10%	8.33%		Page 6 - EBR
Elem Library Books/Periodicals	\$5,000	\$4,339	\$661	13.23%	8.33%		Page 6 - EBR
Elem Library Tech Supplies	\$4,000	\$2,370	\$1,630	40.75%	8.33%		Page 6 - EBR
Sec Library Furniture	\$5,000	\$10,489	-\$5,489	-109.78%	8.33%		Page 6 - EBR
Elem Library Furniture	\$5,000	\$1,249	\$3,751	75.03%	8.33%		Page 6 - EBR
Tech Repairs/Support	\$8,000	\$7,369	\$631	7.89%	8.33%		Page 6 - EBR
Advertising	\$6,500	\$3,308	\$3,192	49.11%	8.33%		Page 6 - EBR
Board Educ Travel Expense	\$2,500	\$1,882	\$618	24.72%	8.33%		Page 6 - EBR
Board Educ Supplies	\$500	\$0	\$500	100.00%	8.33%		Page 6 - EBR
Board Educ Dues and Fees	\$10,500	\$8,112	\$2,388	22.74%	8.33%		Page 6 - EBR
Board Educ Misc Expense	\$2,500	\$15,989	-\$13,489	-539.56%	8.33%		Page 6 - EBR
Superintendent Travel	\$2,000	\$5,049	-\$3,049	-152.45%	8.33%		Page 6 - EBR
Superintendent Supplies	\$500	\$906	-\$406	-81.10%	8.33%		Page 6 - EBR
Superintendent Furniture	\$2,500	\$0	\$2,500	100.00%	8.33%		Page 6 - EBR
Superintendent Dues	\$3,000	\$4,039	-\$1,039	-34.63%	8.33%		Page 6 - EBR
Superintendent Misc	\$750	\$677	\$73	9.67%	8.33%		Page 6 - EBR
Contracted Legal Services	\$15,000	\$10,897	\$4,103	27.35%	8.33%		Page 6 - EBR
Sec Principal Supplies	\$500	\$27	\$473	94.62%	8.33%		Page 7 - EBR
Elem Principal Supplies	\$500	\$0	\$500	100.00%	8.33%		Page 7 - EBR
Sec Principal Furniture	\$500	\$0	\$500	100.00%	8.33%		Page 7 - EBR
Elem Principal Furniture	\$500	\$0	\$500	100.00%	8.33%		Page 7 - EBR
Sec Principal Dues and Fees	\$1,500	\$1,201	\$299	19.93%	8.33%		Page 7 - EBR
Elem Principal Dues and Fees	\$1,500	\$1,156	\$344	22.93%	8.33%		Page 7 - EBR
Sec Principal Misc	\$500	\$536	-\$36	-7.20%	8.33%		Page 7 - EBR
Elem Principal Misc	\$500	\$680	-\$180	-36.00%	8.33%		Page 7 - EBR
Auditing Services	\$16,000	\$15,720	\$280	1.75%	8.33%		Page 7 - EBR
Postage	\$6,500	\$4,532	\$1,968	30.27%	8.33%		Page 7 - EBR
Office Supplies	\$23,000	\$19,410	\$3,590	15.61%	8.33%		Page 7 - EBR
Sec Custodial Supplies	\$40,000	\$37,637	\$2,363	5.91%	8.33%		Page 8 - EBR
Elem Custodial Supplies	\$30,000	\$25,201	\$4,799	16.00%	8.33%		Page 8 - EBR
Contracted Main and Repairs	\$200,000	\$167,610	\$32,390	16.19%	8.33%		Page 8 - EBR
Sec Building Supply	\$50,000	\$39,287	\$10,713	21.43%	8.33%		Page 8 - EBR

Elem Building Supply	\$50,000	\$29,098	\$20,902	41.80%	8.33%	Page 8 - EBR
Building Improvements	\$500,000	\$188,455	\$311,545	62.31%	8.33%	Page 8 - EBR
Maintenance Misc Expense	\$10,000	\$1,148	\$8,852	88.52%	8.33%	Page 8 - EBR
Vehicle Acquisition	\$110,000	\$137,388	-\$27,388	-24.90%	8.33%	Page 8 - EBR
Route Milage	\$4,000	\$1,118	\$2,882	72.04%	8.33%	Page 8 - EBR
Bus/Van Gasoline	\$50,000	\$41,908	\$8,092	16.18%	8.33%	Page 8 - EBR
Bus Misc Expenses	\$3,000	\$1,870	\$1,130	37.68%	8.33%	Page 8 - EBR
Bus/Van Repairs	\$20,000	\$44,709	-\$24,709	-123.55%	8.33%	Page 8 - EBR
High Ability	\$5,000	\$9,088	-\$4,088	-81.76%	8.33%	Page 8 - EBR
Career Education Supplies	\$7,500	\$7,500	\$0	0.00%	8.33%	Page 8 - EBR
Repayment of Taxes	\$15,000	\$0	\$15,000	100.00%	8.33%	Page 8 - EBR
Title 1 Supplies	\$1,000	\$494	\$507	50.65%	8.33%	Page 9 - EBR
REAP Funds	\$36,000	\$35,578	\$422	1.17%	8.33%	Page 9 - EBR
Total of Highlighted Funds	\$1,723,594	\$1,284,322	\$439,272	25.49%	8.33%	Pages 1-9 - EBR
Total of Funds Not Highlighted	\$7,664,200	\$7,060,494	\$603,706	7.88%	8.33%	All Pages - EBR
Total Budgeted Expenses	\$9,387,794	\$8,344,816	\$1,042,978	11.11%	8.33%	All Pages - EBR
Special Budget Items	\$1,500,000	\$0	\$1,500,000	100.00%	8.33%	Page 9 - EBR
Total General Fund Expenses	\$10,887,794	\$8,344,816	\$2,542,978	23.36%	8.33%	All Pages - EBR
Total General Fund Expenses (Used to Verify)	\$10,887,794	\$8,344,816	\$2,542,978	23.36%	8.33%	Page 10 - EBR
Average Per Month Expenses	\$782,316	\$758,620	\$23,696	3.03%		
Payroll Per Month Expenses	\$539,533	\$548,244	-\$8,710	-1.61%		
Bills Per Month Expenses	\$242,783	\$210,376	\$32,407	13.35%		

PERKINS COUNTY

July 2026 Superintendent Report

Superintendent Goals

- My Goals - First Reading: Please send me any feedback. We will review again in August.

Board / Superintendent Goals

- NASB Created Goals - First Reading: Please send me any feedback. We will review again in August.

Committee Meetings/Schedule

- Facilities Meeting - Jayson Bishop, Tori Gengenbach, Jason Noyes
- Transportation Meeting - Jayson Bishop, Tori Gengenbach, Jason Noyes
- Legislative Meeting - Jayson Bishop, Tori Gengenbach, Jason Noyes
- Curriculum Meeting - Holly Cornelius, Chris Fryzek, Cameron Sis
- Finance Meeting - Holly Cornelius, Chris Fryzek, Cameron Sis
- Negotiations Meeting - Holly Cornelius, Chris Fryzek, Cameron Sis
- Americanism Meeting - Holly Cornelius, Chris Fryzek, Cameron Sis
- Others

Budget Update

- Budget Workshop Follow-Ups

Staffing

- CNA Para - Hired
- Spanish Para - Interviews Soon
- Elementary Kitchen Help - Hired

Facilities / Equipment / Furniture

- Elementary School
 - Painting - Hall / Lunch Room
 - Drainage on the North Side of the Playground
 - Carpet
 - General Prep and Cleaning
 - North Side of the Elementary Gym Concrete and Drainage
- Junior High / High School
 - Press Box
 - AD Office
 - Ag Office
 - Shop
 - Painting - Shop
 - Doors - Animal Learning Lab
 - Roofing Updates
 - J, K, M, N
 - Warranty - New Ag Room
 - ADA Compliance Fixes
 - West Bathrooms
 - Railings for stairs
 - General Prep and Cleaning

PERKINS **PC** COUNTY

Transportation

- Additional Pick Up / Drop Off Location Added - Kenton Heights
- Need for a Handicap Accessible Van
 - New vs Used Options

Professional Development / Trainings

- June 15 - CIP Retreat
- June 24 - NDE Budget Zoom
- July 8 - ALICAP Training / Review
- July 13 - Carl Dietz Budget Workshop
- July 22 - NASB New Superintendent Workshop
- July 23 - NDE Budget Workshop
- July 29-31 - Admin Days

Policy Items

- Policy 2028 Public Meetings
- Dollar Amount for Board Approval
- Meeting with Local Law Enforcement - Required
- Meeting with County Attorney - Required

Other

- Apparel
- Board / Staff Outing - August 7th
- 26-27 School Year - Rule 10 Visit
- After School Program - Potential Partnership with the Library
- Reminder - TAN Payment Due Sept. 1st - \$351,590.00
- 26-27 NRCSA Board Membership
- School Calendar Changes
- Board Handbook - NASB

Upcoming Board Events

- NASB Area Meetings

My Leave/Absences

- None - as of July 17th

Future Items

- Budget Breakdown / Projections - August and September
- State of Curriculum - September or October
- State of Technology - November or December
- New Evaluation System for Superintendent - August or September
- Other Items

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

SELECT ONE OF THE FOLLOWING PARAGRAPHS

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education~~Professional Practices Committee of the Nebraska Department of Education.~~

OR

Staff members who submit their resignations to the board of education after _____ but before _____ **[insert whatever date your district uses]** will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Suitability determinations will be made solely by the district and will be based upon, but not limited to, experience, quality, availability of adequate candidates, effect on extracurricular programs, class offerings, and effect on students. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education~~Professional Practices Committee of the Nebraska Department of Education.~~

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

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

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

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the

documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences – Others

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

~~1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)~~

2.1. Severe weather

3.2. Medical appointments for the student

4.3. Death or serious illness of the student's family member

5.4. Attending a funeral, wedding or graduation

6.5. Appearance at court or for other legal matters

7.6. Observance of religious holidays of the student's own faith

8.7. College planning visits

9.8. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance

Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student has accrued 20 days of unexcused absences, or the hourly equivalent, the district may report the matter to the county attorney in the county where the student resides.

Making Up Absences (Optional – Remove or revise based on your District's practices.)

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: _____

Revised on: _____

Reviewed on: _____

5003 Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district;
- 2.3. ~~is or~~ a resident of another school district attending a private, denominational, parochial, or exempt school, ~~but only. For residents of another school district, the student is only eligible to part-time enroll~~ if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity; ~~or~~
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
- 3.4. has not graduated from high school; and
- 4.5. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by [redacted] prior to the year of enrollment. For second semester high school courses, the application must be filed by [redacted]. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. [OPTION 1: accredited private school students can't participate] Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.

[OPTION 2: accredited private school students can participate]. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: [INSERT NUMBER 0-5 credit hours]. must be enrolled in 5 credit hours in this school district to participate. [Choice A: let them participate in non-regulated activities without enrolling in classes] Students seeking to participate in extracurricular sports and activities not regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form. [Choice B: require some number of credit hours from the district to participate in non-regulated activities]. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least [insert your number here] credit hours on a part-time basis.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 total credit hours per semester, when combining the exempt school credit hours and credit hours taken on a part-time basis at the school district. and enrolled in the number of credit hours at this school district set out below. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
- 1-2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
- 2-3. For extracurricular sports and activities not regulated or governed by any such entity: [INSERT NUMBER 0-5 credit hours] Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. [Choice A: let them participate non-

~~regulated activities without enrolling in classes]. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form. [Choice B: require some number of credit hours from the district to participate in non-regulated activities]. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least [insert your number here] credit hours on a part-time basis.~~

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5004 Option Enrollment

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

1. Definitions

- a. **Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. **Elementary School Defined.** Elementary school means grades K - [REDACTED].
- e. **Middle School Defined.** Middle school means grades [REDACTED] - [REDACTED].
- f. **High School Defined.** High school means grades [REDACTED] through 12.
- g. **Individual Student Defined.** Individual Student means the individual person seeking to begin attendance as an option student in the school district and who such person's parent or legal guardian has identified in a written application for option enrollment submitted to the school board.
- h. **Applicants Defined.** Applicants means the Individual Student together with all siblings of the Individual Student.
- i. **Siblings Defined.** Siblings means all children residing in the same household on a permanent basis who have the same mother

or father or who are stepbrother or stepsister to each other who have not received a high school diploma or its equivalent.

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

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

4. Automatic Acceptance. The option school district must automatically accept applications of Individual Students under the following circumstances:

a. The Individual Student relocates in a different school district but wants to continue attending his or her original resident school district and the Individual Student has been enrolled in his or her original resident school district for the immediately preceding two years (in which case the time deadlines are waived);

b. The Individual Student relocates in a different school district but wants to continue attending the option school district (in which case the time deadlines are waived); or

3.c. The Individual Student is a sibling of an option student enrolled in the option school district.

4.5. Standards for Acceptance or Rejection of All Other Option Students. NFor Individual Students not entitled to automatic acceptance as described in the preceding section, no application for option enrollment may be accepted if enrollment in the school district if any of the Applicants would exceed the school district's capacity as described in this section.

a. Special Education Capacity. Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that any of the studentApplicants has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the

application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide all of the applicant~~Applicants~~ the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept anany application for option studentenrollment when acceptanceenrollment of any of the studentApplicants:

 - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to any of the studentApplicants;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;

- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

e. Prohibited Standards. The school district shall not base the decision to accept or reject ~~an option student on the student's~~the application of the Individual Student on any of the Applicants' previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

f. Order of Acceptance. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted ~~in the following order:~~

i. ~~students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;~~

ii. ~~thereafter, option students shall be accepted into such program, class, grade level or school building~~ in the order in which written applications were received by the school district.

g. Maximum Capacity Report. The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

5.6. False or Misleading Option Applications. If, prior to the ~~student's~~Individual Student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information about any of the Applicants, the option application will be rejected.

6.7. Academic Credits and Graduation. The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

7.8. Information Regarding Schools, Programs, Policies and Procedures. The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

8.9. Procedure for Students Optioning Into or Out of the School District.

- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b. On or before April 1st, the school district shall notify the parent or legal guardian of any ~~student~~Individual Student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9.10. Late Applications and Requests for Release

- a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i. When the district has already entered into contracts with teaching staff for the following school year;
 - ii. When the district has already contracted for the performance of specific services for the student;
 - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b. The board of education will approve late applications to option into the district under the following conditions:

- i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;
- ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

- b. The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.
- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

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

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

11. Cancellation of Option.

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

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

12. Authority of Superintendent.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

Use of Artificial Intelligence by Students ~~Student Use of AI Tools~~

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude Google Bard, and similar programsother chatbots.

~~The board recognizes that among other resources, when properly used, AI Tools may be useful to student learning. However, students and staff must ensure that provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. S~~student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. ~~Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers staff members~~ will decide for each individual assignment the extent to which students may use AI Tools ~~for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.~~
2. ~~Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.~~
- 3.2. ~~_____~~ If a student uses any AI Tools in connection with a school assignment, the student must ~~comply with the following:~~
 - a. ~~Tell the teacher The student must explicitly disclose to the teacher in writing that the student used an AI Tool and identify the specific AI Tool used.~~

~~b.a. Give In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give~~ proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

~~c.b. Never copy and paste In no instance may~~ the output from ~~one the or more~~ AI Tool_s be copied and placed within into the a student's work as if the student wrote such section himself or herself. ~~For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.~~

3. Students may never use AI Tools to:

- a. Cheat on any assignment, test, or quiz;
- b. Help answer questions on a test or quiz without staff member permission;
- c. Make or share deepfakes or fake images, audio, or video of any real person;
- d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
- e. Bully, harass, threaten, intimidate or impersonate any person;
- f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
- g. Use AI Tools to bypass accommodations, content filters, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

4.5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

5.6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may

impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- “Parent” means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district’s library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent’s student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5018

Parent Involvement in Education Practices

For purposes of this policy, “parent” includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials (“curricular materials”) as follows:
 - a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
 - b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
 - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
 - d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In

the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.
 - a. Parents must submit this request in writing to the building principal for consideration.
 - b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.
4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents will be informed of the circumstances under which they may opt-out of state and federal assessments.

- a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

- c. National Assessment of Educational Progress

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

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

7. Parents will be notified of their right to remove their children from surveys prior to district participation in surveys.

- a. The principal must approve all surveys intended to gather information from students before they are administered to students.
- b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.
- c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
- d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
- e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
- f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
- g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: _____6-17-19_____

Revised on: _____7-14-25_____

Reviewed on: _____7-14-25_____

5057

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 6-19-17

Revised on: 5-18-20

Reviewed on: 5-17-21; 6-16-22; 6-19-23

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$75.00
- Art Classes \$50.00

5. Extracurricular Activities.

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

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

• Student Participation Fee	\$30.00 Student Activity Card Covers admission to all extracurricular events. Required of all students who participate in athletics and/or other extracurricular activities.
• National Honor Society	Items Provided
• Cheerleading, Drill Team, Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$2,500.00
• Football	Students must provide their own undergarments, mouth guards, and shoes.

- Golf Students must provide their own golf shoes, undergarments, and clubs.
- Track, Volleyball, Wrestling Students must provide their own shoes, kneepads, volleyball spandex, mouth guards and undergarments.
- FFA \$30.00 Dues
Student must purchase their own jackets and pay dues
- Science Club \$50.00

6. Post-Secondary Education Costs.

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

7. Transportation Costs.

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

The maximum amount of the transportation fee charged by this district shall be the current IRS standard business reimbursement rate.

8. Copies of Student Files or Records.

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

The district will charge a fee of \$.25 per page for reproduction of student records.

9. Participation in Before-and-After-School Services.

The district will charge reasonable fees for participation in before-and-after school services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$100.00 month.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$150.00.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like

that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program: Grades K-6
 - o Regular Price \$2.50
 - o Reduced Price \$0.40
- Breakfast Program: Grades 7-12
 - o Regular Price \$2.50
 - o Reduced Price \$0.40
- Lunch Program: Grades K-6
 - o Regular Price \$4.00
 - o Reduced Price \$0.60
- Lunch Program: Grades 7-12
 - o Regular Price \$4.50
 - o Reduced Price \$0.70
- Adult Breakfast \$3.00
- Adult Lunch \$5.00

12. Charges for Musical Extracurricular Activities.

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

- Band

Students must provide their own instruments.

- Swing Choir

Students must fundraise to purchase outfits and shoes selected by the sponsor and/or student group.

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the junior and/or senior class set fees at the start of each school year. The maximum fee shall not exceed \$50.00.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: ____6-19-17____

Revised on: ____7-14-25____

Reviewed on: ____7-14-25____

2026-2027 Breakfast / Lunch Pricing		
Lunch	Current	Proposed
Adult	\$5.00	\$5.00
7th-12th Grade	\$4.50	\$4.50
PK-6th Grade	\$4.00	\$4.00
Breakfast	Current	Proposed
Adults	\$3.00	\$3.00
PK-12th Grade	\$2.50	\$2.50
Seconds	Current	Proposed
7th-12th Grade	\$2.50	\$2.50
PK-6th Grade	\$2.00	\$2.00
Extra Milk	Current	Proposed
PK-12th Grade	\$0.75	\$0.75

2026 - 2027 Meal Price Comparisons

School	Breakfast K-12	K-6 Lunch	7-12 Lunch	K-6 Seconds	7-12 Seconds	Adult Breakfast	Adult Lunch	Extra Milk/Juice	F/R %
Brady	\$1.90	\$3.00	\$3.40	\$1.60	\$1.60	\$3.00	\$5.00	\$0.60	46%
Bridgeport	Free	Free	Free	NA	NA	\$3.50	\$5.00	NA	66%
Chase County	\$1.75	\$3.05	\$3.20	NA	NA	\$2.50	\$4.05	NA	44%
Gothenburg	\$1.95	\$3.00	\$3.30	\$2.35	\$2.35	\$2.85	\$4.90	\$0.50	40%
Hershey	\$2.00	\$2.60	\$3.75	\$2.50	\$2.50	\$2.90	\$4.90	\$0.55	38%
Kimball	\$2.50	\$3.50	\$3.75	NA	NA	\$3.35	\$5.10	NA	64%
Maxwell	\$2.60	\$3.70	\$3.95	\$2.50	\$2.50	\$2.85	\$4.85	\$0.85	43%
Mullen	\$3.00	\$4.00	\$5.00	\$2.50	\$2.50	\$5.00	\$6.00	\$0.75	66%
Ogallala	\$2.10	\$3.75	\$3.90	\$3.10	\$3.10	\$3.10	\$5.65	\$0.60	52%
Perkins County	\$2.50	\$4.00	\$4.50	\$2.00	\$2.50	\$3.00	\$5.00	\$0.75	27%
Valentine	\$2.35	\$3.90	\$4.00	NA	NA	\$2.70	\$5.25	\$0.65	43%
Wallace	\$2.30	\$3.25	\$2.50	NA	NA	\$3.15	\$4.50	\$0.50	32%
Average	\$2.27	\$3.43	\$3.75	\$2.36	\$2.44	\$3.16	\$5.02	\$0.64	47%
High	\$3.00	\$4.00	\$5.00	\$3.10	\$3.10	\$5.00	\$6.00	\$0.85	66%
Low	\$1.75	\$2.60	\$2.50	\$1.60	\$1.60	\$2.50	\$4.05	\$0.50	27%

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Student Bullying

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

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

Reporting Bullying. Students who experience or witness bullying behavior must report it immediately to a teacher or administrator. Students can use the district’s anonymous platform, located on the district’s website, to submit this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

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

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts

the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

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

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

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

Adopted on: ____7-16-18____

Revised on: ____6-15-20____

Reviewed on: ____7-14-25____

2026-2027

Student-Parent Handbook

- Perkins County Elementary School-



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**Perkins County Elementary School Student-Parent Handbook
2026-2027 School Year**

Forward

Section 1 - Intent of Handbook

The intention of this handbook is to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Perkins County Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

Section - 2 Members of the Board of Education

Mr. Chris Fryzek, President
Mrs. Tori Gengenbach, Vice President
Mrs. Holly Cornelius, Secretary
Mr. Jayson Bishop, Treasurer
Mr. Jason Noyes, Member
Mr. Cameron Sis, Member

Section - 3 Administrative Staff

Name	Position	School
Mr. Ben Jones	Superintendent	Jr./Sr High
Mrs. Tara Sudbeck	Jr./Sr. High Principal	Jr./Sr. High
Mr. Austin Reisig	Elementary Principal	Elementary
Mr. Shawn Cole	Activity Director	Jr./Sr. High

Section - 4 Teaching Staff

Elementary School

Mrs. Brandie Ross	Preschool
Mrs. Erin Fisher	Kindergarten
Mrs. Tammy Hutcheson	Kindergarten
Mrs. Mallory Perez	1st
Mrs. Rhea Self	1st
Mrs. Carissa Cornelius	2nd
Mrs. Sara Pochon	2nd
Mrs. Jill Richmond	3rd Reading, 3rd/4th Language Arts
Mrs. Lindsey Cunningham	3rd Reading, 3rd/4th Science
Mrs. Samantha Reimers	4th Reading, 3rd/4th Math
Mr. Steve Snyder	4th Reading, 3rd/4th Social Studies
Mrs. Megan McCord	5th Reading, 5th/6th Science
Mrs. Angela Gloy	5th Reading, 5th/6th Social Studies
Miss Raven Sanders	6th Reading, 5th/6th Math
Mrs. Lisa Krutsinger	6th Reading, 5th/6th Language Arts
Mrs. Bailey Armstrong	Title I
Mrs. Jonette Kemling	3-6 Special Education

Mr. Clifford Swank	K-2 Special Education
Mr. Shayne Hite	K-6 Physical Education, 3-6 Math Interventions
Mrs. Jasmine Lehl	3-4 Vocal Music, 5-6 Band
Mr. Nathan Kemling	Elementary Choir
Mrs. Michelle Snyder	K-12 ELL, K-6 Art
Mrs. Jordon Swesey	K-6 Counselor
Mrs. Erica Turner	Media
Mrs. Deanne Bishop	High Ability Learning

Article 1

Perkins County Schools - Respect...Excellence...Pride

Section 1 School Mission Statement

Welcome to Perkins County Schools. Our students are expected to show RESPECT, perform to EXCELLENCE, and exemplify PRIDE in themselves, their school, and their community. By "Protecting our REP" students will become confident and productive members of society.

Section 2 Goals and Objectives - 2024-2029

The goals and objectives of Perkins County Schools are:

1. Assess, develop, and implement a comprehensive cross-curricular PK-12 literacy plan to improve reading, writing, listening, and speaking skills.
 - a. 2024-2025 - Assess the current PK-12 literacy curriculum.
 - b. Spring of 2025 - Identify necessary changes and develop a comprehensive plan to improve reading, writing, listening, and speaking skills.
 - c. 2025-2026 - Implement Pk-12 literacy plan.
 - d. 2026-2027 - Monitor, review, and adjust the Pk-12 literacy plan.
 - e. 2027-2028 - Evaluate the implementation of the Pk-12 literacy plan with an emphasis on student growth as it relates to NSCAS and building assessments.
 - f. 2028-2029 - Evaluate the implementation of the Pk-12 literacy plan and make necessary adjustments to enhance the program results.
2. Assess, review, and modify extracurricular guidelines to balance academic and activity attendance.
 - a. Summer 2024 - Review 2023-2024 activity attendance and report to the board.
 - b. 2024-2025 - Monitor the attendance of students involved in extracurricular activities.
 - c. 2024-2025 - Assess, review, and modify extracurricular attendance guidelines.
 - d. 2025-2026 - Implement extracurricular activity attendance guidelines.
 - e. 2025-2026 - Monitor the attendance of students involved in activities.
 - f. 2026-2027 - If needed, adjust guidelines to improve academic/activity balance.

3. Implement an impactful character education curriculum to improve student relationships, teamwork, and interpersonal problem-solving skills.
 - a. 2024-2025 - Pilot the Be Good People curriculum at 7-8 grade.
 - b. 2024-2025 - Research curriculum systems that would address district needs.
 - c. 2024-2025 - Continue to implement research-based PBIS and MTSS strategies.
 - d. 2025-2026 - Implement Pk-12 character education program
 - e. 2026-2027 - Monitor and evaluate Pk-12 character education implementation.
 - f. 2027-2028 - Monitor and evaluate Pk-12 character education implementation.
 - g. 2028-2029 - If needed, adjust program implementation. Continue monitoring.

Section 3 Organizational Beliefs - 2024-2029

- PCS administrators, teachers, staff, and coaches are committed to students' long-term success by providing high expectations, transparent communication, and fostering positive relationships.
- We believe in utilizing research-based instructional strategies to ensure student success. Such strategies assist in creating a culture of perseverance, critical thinking, and a growth mindset.
- We believe that each student will have equal access to high levels of instruction.
- We believe in smooth transitions for students at all grade levels.
- We believe in vertical teaming opportunities for teachers to create consistent curricula resulting in student growth.
- All students are encouraged to participate in one or more activities. Teachers, coaches, sponsors, and advisors aim to challenge students to succeed in the classroom while allowing them to explore and excel in other areas. Activities will support the development of teamwork, soft skills, and healthy habits.
- We believe that educator effectiveness is built on continuous feedback, training, professional collaboration, relationships, adaptability, and accountability.
- We believe it takes all stakeholders to teach behavior expectations, support positive change, and hold students accountable for their actions.

Section 4 - Expectations

Perkins County Elementary uses Plainsmen P.R.I.D.E. to promote clear expectations across all settings. Students recognize how these values—Positive, Responsible, Inclusive, Driven, and Empowered—build character, encourage positive interactions with peers and staff, and help them grow into strong leaders and community members.

Section 5 - Communication Channels

Board Policy-301.04

Questions and concerns should be addressed at the closest appropriate level. School employees are expected to first discuss concerns with their immediate supervisor. Students and other members of the school community should first speak with a certified staff member, followed by the principal if needed.

If the issue is not resolved through these steps, it may be brought to the superintendent within five school days of the discussion with the principal. If there is still no resolution or plan for resolution within five school days of meeting with the superintendent, the individual may request that the matter be placed on the school board agenda. The board's decision will be final.

Article 2- School Day

Section 1- Daily Schedule

7:45- School Personnel on duty

7:55- Walking Club Ends and students enter

8:00- School Begins
3:30- K-6 Dismissal
3:45- School Personnel off duty

Preschool

8:00-11:00- Morning Classes
12:30-3:30- Afternoon Classes

Cafeteria Schedules

7:30-8:00 - Breakfast
11:00-11:30 - K-2nd Grade Lunch
12:00-12:30 - 3rd and 4th Grade Lunch
12:30-1:00 - 5th and 6th Grade Lunch

Office Hours

7:00-4:00

Friday Schedule

Perkins County Schools will dismiss at 2:30 p.m. each Friday and buses will run accordingly.

Section 2 - Shortened Schedules

Due to staff development and holiday schedules, there are days throughout the school year when students will be dismissed on a shortened schedule. There may also be days where the elementary building is in session while the junior high/senior high school is not in session due to high school sponsored activities that require the high school building's use for hosting those activities.

Section 3 - Severe Weather and School Cancellations

The superintendent may cancel classes due to severe weather. The district will notify local media when inclement weather warrants such action. The information is shared on local television and radio stations. The district may also utilize the automatic emergency contact system for parents to receive text and phone alerts. Please contact the district office with phone numbers you wish to have added or changes to the automated system. Please do not call the school offices to inquire about school closings. Parents are encouraged to have an emergency contact the school may call if necessary. Should you have changes in your child's transportation, please email Mrs. Summers. laurie.summers@perkinscountyschools.org

After school starts

Every attempt will be made to avoid closing school once classes are in session. However in some circumstances, it is necessary to get children safely home before the worst of the storm hits. Please have a plan in place for your child should this happen.

Parental Decisions

Parents may decide to keep their children home in inclement weather. Students absent because of weather will be marked absent by parent request.

Section 4 - Open-Closed Campus

All students are required to remain on campus during the school day. Parents who wish their child to be released for lunch on a regular basis should provide a written note to the office. The student should sign out and back in upon return.

Section 5 - Supervision Responsibility Before/After School

Arrival At School/Dismissal From School

Students are expected to arrive at school no earlier than 7:30 if the child eats breakfast at school, and 7:45 if they are not eating breakfast. Should students arrive at school prior to 7:45, and do not intend to eat breakfast, they may go directly to the recess area for Morning Walking Club. Prior to that time, the school is not responsible for supervision of the students.

Students are dismissed at 3:30 p.m., when they are asked to leave the school grounds, unless remaining at school for certain circumstances (tutoring, detention, etc.). The school is not responsible for students who were to leave school grounds and there is no supervision required for students after 3:45 p.m.

Dropping off/Picking Up Students

All students who are not riding district transportation should be dropped off and enter through the front entrance. **Students and parents are highly encouraged to use the crosswalk** in front of the school. South of the entrance is a drop off zone only, please do not park in this area. If you need to park, please do so on the north side of the entrance.

Parents are encouraged to say their goodbyes at the front door and encourage their student to walk to their classroom independently. If it is necessary for a parent to visit with school personnel, please sign in the office and obtain a visitor's pass. **The office will notify the teacher that a parent is here prior to walking to the classroom.**

Changes in After-school Plans

Should a student have a change in plans after school, please contact the school office before 3:00 p.m. If a note, email, or call is not received by this time, your child will be instructed to follow the regular plan.

Dismissal Requests

Parents must request by official notice if the school is not to dismiss a student to a designated person, i.e. court order. The parent should supply a copy of this court order to the principal to have on file. Parents are encouraged to keep all emergency contacts current with the office.

Section 6 - Additional Information

Cafeteria Prices

Breakfast - \$2.50

Adult Breakfast - \$3.00

Lunch Program

PreK-6 lunch- \$4.00

Adult Lunch- \$5.00

Extra Milk- \$.80

Seconds - \$2.00

Address Changes/ Student Records

Please keep the school notified of all changes in addresses, phone numbers, and emergency contact changes.

Soliciting

Students are asked not to sell, take orders, or deliver orders during school hours. This can be done after 3:45 p.m.

Birthday Treats, Gifts, and Invitations

Parents or guardians may provide treats for the classmates of their child. This is NOT mandatory. Parents are encouraged to keep it simple and healthy. Parents should notify the teacher prior to sending the treats.

Gifts are not to be exchanged at school, unless it is a previously arranged classroom gift exchange.

No invitations for parties outside of the school setting are to be distributed during the school day. Office personnel and teachers are not permitted to release address information for this purpose.

Field Trips

Classroom teachers may plan a field trip as an extension of the grade appropriate curriculum. Field trips are a supplement to the curriculum and a privilege. Should a student not have work completed or has demonstrated inappropriate behavior; the student may not be allowed to attend the field trip. The student is expected to report to school on the day of the field trip to complete any assigned or missing work. Students not in attendance will be marked absent.

Playground/Recess

Should you find it necessary for your child to remain indoors for recess, due to a medical condition, a written note to the office is required. For periods exceeding two days, a written doctor's note is required.

Recess will be held outside unless the weather warrants otherwise. Parents should provide and send all of the necessary clothing to make their child comfortable in the elements. Students need boots and snow pants if there is snow on the ground. Students not appropriately dressed for the weather may not be permitted outside. If there is snow on the ground and equipment, teachers may require boots and snow pants to play off the cemented area.

Gum and Candy

Gum and candy are a privilege and may be allowed during the school day with classroom teachers' and/or administrator's permission.

Parent Teacher Conferences

Parent Teacher Conferences are held in the fall and in the winter. One conference will be scheduled for each child, unless there is a court order that warrants otherwise.

Article 3- Use of Building and Grounds

Section 1- Visitors

All visitors must check in at the office, sign in, and wear a visitor's badge while visiting the school. All visitors must enter the building through the main entrance on the west side of the building. Parents, guardians, and grandparents visiting a child while in the classroom must get prior approval from the classroom teacher and the principal with reasonable, advance notice.

We welcome visitors! In order for your visit to be most meaningful, please call ahead and make arrangements with the classroom teacher. Students that do not attend Perkins County Elementary may not attend school during instructional times. If you want to eat a hot lunch with your child, notify the elementary office by 9:00 a.m. Visitors should pay for their lunch in the office prior to eating with the student.

Section 2 - Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to the standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as herein-above described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes, including vaping devices.
6. Possession, use or distribution of any tobacco product.

Section 3 - Care of School Property

1. Chairs, tables, or other equipment or furniture must never be removed from any room without consulting the teacher or principal. A teacher's desk and its contents are school property.
2. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
3. Students who disfigure property or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
4. Replacement costs or fines will be determined at the discretion of the building administrator.

School-issued items that are stolen or damaged while in the care of the student are the responsibility of the student. Students must pay all fines before they can receive school publications and final grades.

Section 4 - Searches of Lockers and Other Types of Searches

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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

Section 5 - Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The superintendent or his designee may use video cameras in locations as deemed appropriate.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student’s disability or are required by the student’s Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Section 6 - Use of Telephone

Students needing to make a phone call should report to the office and receive permission from the principal or office staff.

Section 7 - Bicycles, Skateboards, Scooters, etc....

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property and they are not to be used during school hours.

Section 8 - Student Valuables

Students are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school is not responsible for loss, theft, or damage to student valuables. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Section 9 - Lost and Found

Students who find lost items are asked to take them to the lost and found by the office, where the item is to be claimed by the owner. Items unclaimed at the end of each quarter will be donated to a charitable organization.

Section 10 - Accidents

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal. School staff closest to the incident should fill out an accident report located on the school website.

Section 11 - Insurance

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

Section 12 - Copyright and Fair Use Policy

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

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

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form.

Prohibited behavior includes:

1. Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
2. Lying.
3. Copying another person’s work or answers.
4. Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
5. Taking or receiving copies of a test without the permission of the teacher.

6. Using or displaying notes, “cheat sheets,” or other sources of unauthorized information.
7. Using the ideas or work of another person as if they were your own without giving proper credit to the source.
8. Submitting work or any portion of work completed by another person.
9. Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
10. Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

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

It is the school’s policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 13 - Dress Code

Student Appearance: Students at Perkins County Elementary 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. Shoes and shirts must always be worn to comply with federal health guidelines. Any dress and or accessories that disrupt classes or interfere with the smooth operation of the classroom and/or school shall be prohibited. Following is a list of examples of attire that will not be considered appropriate. Such a list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- I. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, tank tops) 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 to be revealing or drag on the ground.

- II. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- III. Clothing or jewelry that advertises or promotes (but is not limited to) beer, alcohol, tobacco, or illegal drugs.
- IV. Clothing or jewelry that could be used as a weapon (chains, spiked apparel), that would encourage “horseplay”, or that would damage property (e.g., cleats).
- V. Headwear, including hats, caps, bandannas, and scarves.
- VI. Clothing or jewelry that exhibits nudity, makes sexual references, or carries a lewd, indecent, or vulgar double meaning.
- VII. Clothing or jewelry that is gang-related

Consideration will be given to students who wear special clothing as required by their religious beliefs, disability, or to convey a particular message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. 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.

Coaches, sponsors, or teachers may have additional requirements for students in special lab classes, students participating in performing groups, or students representing the school in an extracurricular activity program.

Common sense and discretion are invaluable when determining what is appropriate and what is not. Students will be asked to correct inappropriate attire. Repeated violations will be treated as insubordination. All staff members have the discretion to send students they believe to be in violation of the dress code to the office. Administrative staff will have the final authority to determine the appropriateness of student attire.

For a first offense of the dress code, the student may call home to obtain proper attire. If clothes cannot be brought to school, the student may be suspended for the remainder of the day. Continued dress code violations may result in more stringent disciplinary actions, up to and including expulsion. Furthermore, if the dress code violation is determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and similar offenses), a first offense of the dress code may result in more stringent discipline, up to and including expulsion.

The administration makes the final decision regarding the appropriate style of chains and all wearing apparel. Accessories, such as bracelets, armbands, and jewelry, must be school-appropriate.

Article 4- Attendance

The Nebraska State School Law requires children ages 5 to 18 to attend school. Any child who has reached the age of 5 years old on or before July 31st of the calendar year in the school year for which the child is seeking admission shall be admitted into Kindergarten. Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents/legal guardians are responsible for developing behaviors, which will result in regular and punctual student attendance. **The district strongly encourages parents to arrange health-related appointments and other "flexible" appointments for their children after school hours or on non-school days.**

Section 1 - Attendance and Absences

Excused and Unexcused Absences.

An absence from school will be reported as:

- (a) an excused absence
- (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence is considered excused when a student is out of school for an approved reason and the school has been properly notified by a parent/guardian. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- b. Illness that causes a student to be absent from school.
- c. Medical Appointments
- d. Court appearances or other legal matters (unless suspect)
- e. School sponsored activities that require students to be absent from school.
- f. Family trips in which student accompanies parent(s)/legal guardian(s).
- g. Other absences that have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence that is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

Excessive Absenteeism

Students who accumulate five (5) or more absences in a quarter shall be deemed to have "excessive absences"/truant. The attendance committee will initiate an informational letter to the parents of students at that time, informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Absences between the 6th day of absence and the 8th day of absence may result in further written communication from the principal.

5 absences	Communication from the principal
10 absences	Parent meeting with principal, attendance committee, and school counselor
15 absences	Students will not be allowed to participate in extracurricular activities including field trips and celebrations. Parent Meeting with principal, attendance committee, and school counselor to create an Attendance Improvement Plan
21 absences	Notification to the Perkins County Attorney's Office (Cumulative for the school year)

The meeting shall have addressed:

1. Verification of past student absences and establishment of increased parent/legal guardian responsibility to provide the principal with written verification for each absence from a doctor. (review ALL absence dates and reasons)
2. Review of current student academic performance compared to the student expected performance (where they are/where they could be academically);
3. Review resources and support systems that may need to be addressed to improve daily attendance;
4. Sign a meeting notice of the parental legal responsibility for the regular attendance of their child;
5. Inform the parent/guardian that upon the 21st day of absence or tardy, a letter from the principal will be sent to the parent/legal guardian and a report will be filed with the Office of the Perkins County Attorney.
6. In the event that a student's absence has been verified as medical-related, an instructional plan will be developed to accommodate the student.

Tardy to School

1. All absences and tardies will be recorded daily regardless of the reasons. Parents/legal guardians must report all absences. All absences for a child must be reported to the School Office on or before the day they occur by the parent/legal guardian by 8:10 a.m. This report may be verbal (by telephone or in-person) or written (hard copy or email). For medical absences, the parent/legal guardian should supply the School Office with written verification from a doctor for each absence. If absence is not reported before 8:10 a.m. will be counted as unexcused.
2. The instructional day begins at 8:00 a.m. Students need to report to their homeroom classroom or assigned area no later than 8:00 a.m. Any student who arrives after the start of the school day will be considered tardy.
3. Notice will be sent home as defined in the excessive absenteeism/truancy section so parents may comply with the district and state attendance requirements. Perkins County Public School staff will work in partnership with parents/legal guardians to promote consistent student attendance to ensure student learning.

Tardy to School (Elementary): A student may be required to serve 15 minutes detention following the accumulation of excessive tardies and for each additional tardy each nine-week period. If the tardies continue after this action, the student will be referred to the principal for further action. A student will be considered tardy if they arrive 10 minutes or less after the tardy bell has rung.

Tardy to Class

Students who are consistently tardy are subject to discipline at the discretion of the administration. Repeated tardiness is a disruption to the educational process to the student and the rest of the class.

Leaving School or Class

Students who leave school for any reason during the school day **must check out at the office before leaving**. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Section 2 - Make-up Work

Make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

Section 3 - Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices, and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 4 - Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. 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 remediate the child's truant behavior.

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. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
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.
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.
4. Investigation of the truancy problem by the administration to identify conditions that may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Article 5- Grading

Section 1 - Grading Scales

The following grading scale applies to grades K-2

E=Excellent

S=Satisfactory

N=Needs Improvement

The following grading scale applies to grades 3-6

A= 93-100

B= 86-92

C=78-85

D= 70-77

Reporting of Grades

Teachers will report a minimum of one grade/assignment per week in each subject area for grades K-2.

Teachers will report a minimum of two grades/assignments per week in each subject area for grades 3-6.

These grades will be reported on the power school system with a link on the school website where parents may access these grades.

Section 2 - Progress Reports

Various progress reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports may be sent as the teacher or principal determines appropriate. Teachers may arrange with the parents for time when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 3 - Report Cards

Report cards are issued at the end of each quarter. Letter grades and/or number grades are used to designate a student's progress. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks of the missing assignments. All course work must be completed by the end of the fourth quarter or arrangements must be made with the classroom teacher and approved by the principal for an extended completion time.

Section 4 - Promotion and Retention

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

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 352-4735

Article 6 - Support Services

Section 1 - Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of those impairments need special education and related services.

How is a Student With Disabilities Identified?

Teachers or parents make referrals to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services that will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. The IEP team will make determination of a student's educational placement.

Written notice shall be given to parents a reasonable time before the school district:

1. Makes a proposition to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education.

2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website:

<http://www.nde.state.ne.us/SPED/sped.html>.

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 2 - School Counseling

Perkins County Schools employs a school counselor to provide a comprehensive counseling program that addresses all students' academic, social, and emotional needs. The school counselor facilitates actions to promote a positive school climate that cultivates positivity, responsibility, inclusivity, drive, and empowerment through school-wide activities, classroom instruction, small group, and individual counseling. If you'd like to see a counselor, please stop by the counselor's office and arrange an appointment.

Section 3 - Health Services

Health Requirements

The following are required by the State of Nebraska for admission to all schools. Information concerning these requirements can be obtained by contacting the school's front office.

Physical Examinations

7-009 PHYSICAL EXAMINATION AND VISUAL EVALUATION REQUIREMENTS FOR SCHOOL ENTRY

In accordance with Neb. Rev. Stat. § 79-214, the school board of any school district, before admitting a child, shall require evidence of the following:

7-009.01 Physical Examination Required: Physical examination by a physician, Physician assistant, or advanced practice registered nurse (nurse practitioner) within six months prior to the entrance of a child into the beginner grade and seventh grade, or in the case of a transfer from out of state, to any other grade of the local school, is required. Either a completed, signed, and dated physical exam report, or a printed or typewritten form signed by a qualified examiner indicating that a physical examination was administered on a specific date within the previous six-month period on a specifically named individual, provided to the school by the parent/guardian, constitutes sufficient evidence of compliance.

7-009.02 Visual Evaluation Required: Visual evaluation by a physician, a physician's assistant, an advanced practice registered nurse-nurse practitioner, or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of transfer from out of state, to any other grade of the local school, is required. The visual evaluation must consist of testing for amblyopic, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The visual evaluation report inclusive at a minimum of the specific tests named above, signed and dated by the qualified examiner, provided to the school by the parent/guardian.

Birth Certificates

All students in Perkins County Schools must have an official certified birth certificate on file in the guidance counselor's office. It must be a certificate issued by Vital Statistics with the raised seal, not the certificate issued by the hospital.

Immunizations

Ages 2 through 5 years enrolled in a school based program (i.e. PRE SCHOOL) not licensed as a child care provider need:

4 doses of DTaP, DTP, or DT vaccine,

3 doses of Polio vaccine,

3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, *Hib not required after child reaches 5 yrs of age 3 doses of pediatric Hepatitis B vaccine,

1 dose of MMR or MMRV given on or after 12 months of age,

1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. *Pneumococcal not required after child reaches 5 yrs of age

Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students need:

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,

3 doses of Polio vaccine,

3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.

2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,

2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

Additionally, for 7th Grade Only 1 dose of Tdap (must contain Pertussis booster)

Immunizations may be waived for medical or religious reasons. The forms can be obtained from the principal or school nurse.

New students must present their immunization record prior to enrollment.

School Nurse

The school nurse is present at our building according to her district schedule. Her major responsibilities include health screening and school health coordination. If there is any suspicion of a health concern, the parent/guardian will be notified.

Injuries

There is a possibility students may injure themselves during the day. If students are injured while in school the student must do the following (1) Report all accidents to the teacher when you are injured while on school premises and (2) Report all injuries to the nurse's office. If medical attention is needed, the parent/guardian or designated emergency contact will be immediately notified and the correct procedure for the injury will be followed.

Communicable Diseases

Students showing any signs or symptoms of a contagious, infectious and/or communicable disease are required by law to be sent home immediately or as soon as safe transportation is available (NDE Rule 55). Students excluded for confirmed diseases shall not be allowed to return to school until specific criteria have been met:

Reportable, preventable communicable diseases require verified diagnosis by a physician and his/her written permission for the student to return to school. These diseases include, but may not be limited to: diphtheria, measles, mumps, pertussis, polio, rubella and tetanus.

- Some contagious infections or infections require treatment. Students may return to school when signs and symptoms have decreased, are absent, and/or return to school is permitted, in writing, by the physician. These diseases include but may not be limited to: chicken pox (varicella), CMV (cytomegalovirus), mononucleosis, influenza (flu), parvovirus B19 (Fifth disease), hepatitis and tuberculosis.
- Other contagious infections or infestations require treatment. Students may return to school 24-48 hours after verified treatment has been started and/or when the physician permits return in writing. These diseases include but may not be limited to: pink eye, head lice, impetigo, intestinal worms, ringworm, scabies, scarlet fever and/or other strep infections.
- Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's

parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

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

If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 308-352-4313. The student cannot ride the school bus until the district has cleared the student to return to school.

Medication at School

All medication/pills, whether they are prescription or over-the-counter preparations, must be held and administered by the school nurse or trained office staff. Students are not to keep medication. The reason for this is the chance of a lost substance resulting in a student finding and taking it and being harmed by doing so.

Prescription Medicines

The school nurse is prohibited by law from giving prescription medication to a student, unless a licensed physician orders it. For medication prescribed by a physician a required form, which can be obtained from the school nurse, must be signed by the parent. Any changes in medication type or dosage must be accompanied by a doctor's order. All medication should be checked in with the front office/school nurse first thing in the morning. Prescribed medications should be in a prescription bottle properly labeled with the students' name, the name and dosage of the medication as well as instructions for administration. Medication that is not in an appropriate container labeled with the above information will not be given.

*Students in Perkins County Schools with the diagnosis of asthma may be permitted to carry inhalers for self-administration. Authorization to do so is coordinated by the school nurse and requires parent/guardian as well as physician consent.

*Students in Perkins County Schools with the diagnosis of diabetes may carry glucose sources for self-treatment, again with authorization coordinated by the school nurse with parent/guardian and physician consents.

Over the counter Medicines

Over the counter preparations must be in the labeled container and have the students' name on the container. The school nurse is not allowed to administer any medication in excess of the dosage recommendation listed on the labeled container, but may administer less dosage if requested. Medication that is not in an appropriate container labeled with the above information will not be given.

Permission to receive non-prescription medications (Tylenol, Motrin, cough drops) should be indicated on the health information update form given to all students on the first day of school.

Over the counter Medicines (OTC)

Over the counter preparations must be in the labeled container and have the students' name on the container. The school nurse is not allowed to administer any medication in excess of the dosage recommendation listed on the labeled container, but may administer less dosage if requested. Medication that is not in an appropriate container labeled with the above information will not be given.

Permission from parent/guardian will be received via telephone call, text or email before any student is given OTC meds, such as non-prescription medications (Tylenol, Motrin, cough drops).

See Appendix 1 for Authorization to administer medication

Section 4 - Reading Support

Perkins County Elementary has adopted policies and practices necessary to meet the requirements of the Nebraska Reading Improvement Act, 79-2601.

Laws 2018, LB1081, § 20.

Sections 79-2601 to 79-2607

Perkins County's Plan includes the following:

1. All K-3 students are assessed three times per year with an approved reading assessment to measure progress and to support teachers with targeted instruction to meet individual student needs.
2. Within the first 30 days of school, the district uses the approved reading assessment to assess students in kindergarten through third grade to identify those who may have a reading difficulty.
3. All parents or guardians of K-3 grade students are kept informed of their child's reading progress and parents of students who are identified with a reading difficulty are notified in writing no later than 15 days after the identification.
4. Any student identified with a reading difficulty must be provided a supplemental intervention program during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian.
5. Any student identified with a reading difficulty will receive an individual reading improvement plan no later than 30 days after identification. The plan outlines reading intervention services.
6. Summer reading programs are made available for students identified as continuing to have reading difficulty. Such programs may be community-based.

Section 5 - High Ability Learner Program

Perkins County Schools

High Ability Learner Program

Revised Aug. 24, 2020

NOTE: With the passage of LB1329 in the Nebraska State Legislature, the Nebraska Dept. of Education has been directed to create statewide criteria for for HAL identification in schools. Once those standards are released, PCS will use them for our qualifiers.

Nebraska. Rule 3 Definition

"Learner with High Ability means a student who gives 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."

K-12 HAL Philosophy

The goal of the Perkins County Schools HAL Program is to supplement students' academics with additional time devoted to hands-on activities that challenge students to use a wide variety of problem solving and critical thinking skills.

Definition of High Ability Learner

Perkins County Schools seeks to identify students who meet the requirements for HAL as outlined in Nebraska Rule 3.

"Learner with High Ability means a student who gives 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."

HAL Program Goals & Objectives

The goal of the Perkins County Schools HAL Program is to supplement students' academics with additional time devoted to hands-on activities that challenge students to use a wide variety of problem solving and critical thinking skills. In addition to this, the HAL Coordinator works with our elementary teachers to provide monthly "Enrichment Activities" for all students, regardless of their learning abilities. The program will strive to do the following.

- Identify HAL students in grades 3-12
- Provide additional learning opportunities for HAL students grades 3-12
- Provide Enrichment Activities for all students grades K-12
- Provide educational opportunities that support the unique learning needs of HAL students
- Provide professional development and training to staff members that promotes ways to reach and challenge students with high ability needs
- Follow the identification guidelines as outlined on our district's HAL identification plan
(NOTE: All staff members as made aware of the identification procedures.)
- To meet the HAL students', emotional, social, intellectual and physical needs

HAL Identification Process & Procedures

In an effort to be inclusive of a wide variety of strengths, the Perkins County School District's identification process includes multiple criteria. Students in grades 3-12 are eligible for the district's HAL Program. HAL Identification takes place in the fall of each school year. According to the High Ability Learner Plan, students must meet and maintain three out of five criteria to qualify for the program. The criteria are as follows:

1. Exemplary grades which qualify the student to be in the top 10% of his/her class or demonstrated evidences of exceptional potential (e.g. abilities, intelligence, artistic strengths, creativity, leadership).
2. Teacher and/or parent referral in which the scores total 85% or above. If more than one referral is filled out, the average of the scores is used.
3. MAP (Measure of Academic Performance) scores in the 95th percentile or higher in one or more of the following categories; reading, math, language arts, or science.
4. Nebraska Student-Centered Assessment System (NSCAS) scores in the top 90% of the College and Career Readiness score bracket in reading or math or between 165-200 in science. For identification for their senior year, students' ACT section scores will replace the NSCAS scores. A score between 30-36 in reading, English, math, or science qualifies them in this category.
5. Creative/Artistic checklist, completed by a qualified instructor, in which the scores total 85% or above.

NOTE: In the case that a student is exceptionally close but just outside the cutoff scores for the above criteria, a panel of multiple educators from all three building levels can collectively use their professional judgement to verify an individual.

Section 6 - Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transport on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules, which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Special Conduct Rules for Riding School Buses

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. The bus driver may wait three minutes after the designated pick up time. If after three minutes the student has not boarded the bus, the bus driver may continue on the route. If a student has missed the bus it is the responsibility of the family to get the student to school that day.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Students will not use communication devices on the bus.

Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 - Student Conduct Rules

Section 1 - Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules may result in disciplinary action.

Perkins County Elementary uses **Plainsmen P.R.I.D.E.** to promote clear expectations across all settings. Students recognize how these values—**Positive, Responsible, Inclusive, Driven, and Empowered**—build character, encourage positive interactions with peers and staff, and help them grow into strong leaders and community members.

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

Perkins County Elementary's discipline is guided by the following beliefs:

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

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

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

Reporting Requirement to Law Enforcement

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

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

Section 2 - Perkins County Elementary Behavior Management Plan

The Perkins County Elementary in an effort to "develop capable, responsible, lifelong learners who demonstrate those skills necessary for achieving academic and occupational". The purpose of the plan is to lower the level of tolerance for unacceptable behavior at the school in order to provide a positive and safe learning climate for all students and staff.

The behavior management process will acknowledge positive and appropriate behaviors as well as inappropriate behaviors. Responses to inappropriate behavior will consist of: 1) the teacher and/or administrator communicating the inappropriate behavior and discussing changes that need to take place to provide a safe and positive learning climate. 2) The teacher and /or administrator and student will fill out the Student Problem Solving Form that reports the student's inappropriate behavior, the student's responses to the event, the solutions and appropriate consequences. 3) Depending on the situation, parents and other expert school staff members may be notified to assist in helping the student change his or her behavior.

The severity of the consequence will be dependent upon the severity of the behavior and the number of incidents that are reoccurring. The teacher or administrator may also communicate positive behavior that deserves acknowledgement to the student by various means of communications. The information reported by the administrator or teacher may be entered in the student's record on the district's student management database system. This plan does not pertain to extra-curricular activities or students who are spectators at school events.

Section 3 - Code of Conduct

The school board policy concerning student behavior is as follows: School students at all levels have a basic responsibility toward school to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility is to apply at school, on school buses or other school vehicles, or at school events, especially while attending school activities at home and away. This code of conduct governs all students' participation/attendance at all school-sponsored activities.

In extreme situations a student may be suspended or expelled from school by the superintendent or principal on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school policies. The Student may receive 0's for all his/her assignments during the suspension period. Examples of offenses that might result in detentions, suspension, or expulsion of a student at Perkins County Elementary are:

1. Disobedience--A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or delegation or a student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
3. General inappropriate conduct such as: spitballs, water-pistols, water balloons, firecrackers, snowballing, eating candy, playing cards or games, etc.
4. Lewdness, use of profanity or obscenity.
5. Gross disrespect for students, teachers, school officials, and other employees.
6. Behavior that seriously interferes with class work or the activities of the school, such as:
 - a. Possession of or use of tobacco on school property or at school sponsored events (cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, etc.)
 - b. Gambling
 - c. Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct to any student or school employee in a manner that constitutes an interference with school purposes.
 - d. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds.
 - e. Willfully causing or attempting to cause physical injury to a school employee or to any student.
 1. On the school grounds during and immediately before or immediately after school hours, or at any time when the school is being used by a school group, or
 2. Off the school grounds at an educational function or event.
 - f. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from that person.
 - g. Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon.
 1. On the school grounds during and immediately before or immediately after school hours, or at any time when the school is being used by a school group, or

- 2. Off the school grounds at any educational function or event sponsored by the school.
- h. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, anabolic steroids, inhalant or being under the influence of any of the above, or possession of drug paraphernalia on school grounds or during a school sponsored activity.
- i. Truancy - absence from school without school or parental authority.
- j. Theft - the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
- k. Displays of Affection - Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
- l. Interference with other student's opportunity to learn.
- m. 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 purpose.

Section 4 - Statement of Individual Respect and Policy against Bullying and Harassment

Bullying Prohibited.

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

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

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

Students may access the bullying report available on the school website at <http://perkinscountyschools.org> under the elementary tab.

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

School BP 5054 Student Bullying

Section 5 - Dating Violence

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

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

School BP 5030 Dating Violence

Section 5 - Forms of School Discipline

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

Short Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal 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. After the principal has determined that a short-term suspension is necessary, but prior of the short-term suspension, the student and the parent will be given oral and written notice of the charges against the student. They 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 present evidence of the student's version of the facts.

c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent describing the student's conduct, misconduct or violation of the rule or standard, the reasons for the action taken, The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension, resources the school is able to provide or recommend to assist the student; and How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

d. An opportunity may be given to the student's Parent , 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 shall determine who in addition to the parent is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

E. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion: Students may be emergency excluded from school pursuant to the board separate policy on emergency exclusion or state law.

Long-Term Suspension

1. 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.

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

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 with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

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 reasonable recipient would interpret as a serious expression of 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. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc. 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 indecencies 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 may 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.

19. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon.

20. Violation of the district's computer acceptable computer use policy

- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;**
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; (they deleted "and" in "use policy")**
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;**
- m. Using any object to simulate possession of a weapon; and**

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.

Additional Student Conduct Expectations and Grounds for Discipline (504.10, 504.12)

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.

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Team

The threat assessment team shall consist of the superintendent of schools, building principal(s), and local law enforcement. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

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

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

4. Communication with the Public about Reported Threats

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

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. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, 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.

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 and after school hours, provided that the student does 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 laptop 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) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or (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; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action may be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices 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.

(3) 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.

(4) 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.

(5) 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.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

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.

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- a. Loss of computer privileges;
- b. Short-term suspension;
- c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- d. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

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

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

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 may 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.

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

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. The teacher ends the class. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

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 that 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.

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

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion.

The notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
- c. Resources the school is able to provide or recommend to assist the student;
- d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
- e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
- f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
- g. A statement that the principal, legal counsel for the school, the student, the student's parent/Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
- h. A form on which the student, the student's Parent may request a hearing, to be signed by

such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, the student's parents, guardianParent, or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request.

The student or the student's parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days actual notice to the principal, the student, and the student's parent, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student'sParent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

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

In the event a hearing is requested, the hearing, hearing procedures, the students rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Hearing Procedure

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing,

and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Perkins County School Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative shall attend the hearing. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeals to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Reviews by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations that require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Article 8 - State and Federal Programs

The Perkins County Elementary does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 1 - Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Ben Jones, Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Ben Jones, Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Ben Jones, Superintendent
Homeless student laws	Children who are homeless	Ben Jones, Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Ben Jones, Superintendent

The Coordinator may be contacted at: 740 Sherman Avenue, Grant, Nebraska 69140, telephone number (308) 352-4735

Section 2 - Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Perkins County Elementary hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Perkins County Elementary is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Perkins County Elementary will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is both an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint Procedure

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

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

Complaint and Appeal Process

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

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

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a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

- b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

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

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Perkins County Elementary. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted against an employee or student for alleging in good faith a violation of this policy.

Section 3 - Multicultural Policies

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 - Notices to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 5 - Notifications of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Non-Directory Information

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

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Perkins County Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information. This letter must be received by the school district no later than September 10th of the school year.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice that involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staffs, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth

above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Perkins County Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 6 - Notice Concerning Disclosure of Student Recruiting Information

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Section 7 - Notice to Parents of Students in Programs Receiving Title I Funding

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

- (A) the subject matter assessed;
- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment;
- and
- (E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—
 - (i) attain English proficiency;

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

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

Please contact the administrative office to receive the foregoing information.

Section 8 - Student Privacy Protection Policies

It is the policy of Perkins County Elementary to develop and implement policies that protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into

the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students:

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district’s website or upon request from the district’s administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the students or the student’s parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 - Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

Perkins County Elementary welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities would be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with Federal law. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the

language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- a. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- b. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
- c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- d. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- e. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement:

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District:

- (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children;
- (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
- (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
- (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand;
- (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training;
- (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- (9) may train parents to enhance the involvement of other parents;
- (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (11) may adopt and implement model approaches to improving parental involvement;
- (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I;
- (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 - Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator (Superintendent of Perkins County Schools) shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
 2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered
 3. And notice of the right to appeal as provided in Nebraska Rule 19.
- Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Perkins County Elementary based on it being the school of origin, the new school and Perkins County Elementary shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 11 - Breakfast and Lunch Programs

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School Meal Program and Meal Charges

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or

e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, no food will be provided.

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

Collection of Delinquent Meal Charge Debt

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

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

The Perkins County Elementary has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

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, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA

through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.

3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.

4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program

- RIGHT TO FILE A COMPLAINT: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

- ACCEPTANCE: All complaints, written or verbal, shall be accepted by the School Food Authority CIVIL RIGHTS (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

- VERBAL COMPLAINTS: In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- 1) Name, address and telephone number or other means of contacting the complainant.

- 2) The specific location and name of the entity delivering the program service or benefit.

- 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor

- 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).

- 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).

- 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

5. Train staff on civil rights annually. Specific subject areas to include:

- COLLECTING AND USING DATA: Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.

- EFFECTIVE PUBLIC NOTIFICATION SYSTEMS: Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
- COMPLAINT PROCEDURES: Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
- COMPLIANCE REVIEW TECHNIQUES: Ensure civil rights requirements are being followed during review process.
- RESOLUTION OF NON-COMPLIANCE: Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
- REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES: Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
- REQUIREMENTS FOR LANGUAGE ASSISTANT: Bilingual personnel and materials must be provided depending on need, resources available and cost.
- CONFLICT RESOLUTION: Use alternative dispute resolution techniques when necessary. Treat others with respect.
- CUSTOMER SERVICE: “Treat others the way they want to be treated (or at least be aware of what that is).”

6. Attach documentation of annual training, including date and attendance roster.

Section 12 - Title IX

3057 Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district’s programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district’s Title IX Coordinator whose contact information can be found on the district’s website and in the district’s student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator, Ben Jones at ben.jones@perkinscountyschools.org.

Adopted: 8-11-20

Revised: 6-16-25

Reviewed: 6-16-25

AVAILABILITY OF HANDBOOKS

The 2026-27 Student-Parent Handbook of Perkins County Elementary Schools is available on the internet at perkinscountyschools.org.

Due to the expense of printing the handbooks, we are asking that you consider using the Internet to access and review the 2026-27 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by September 1, 2026. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- ☐ Thank you for providing the 2026-27 Student-Parent Handbook. I will review it on the Internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.
- ☐ I prefer a paper copy of the Handbook.

Name

RECEIPT OF 2026-27 Student-Parent Handbook - PARENT HANDBOOK OF PERKINS COUNTY ELEMENTARY SCHOOLS

This signed receipt acknowledges receipt of the 2026-27 Student-Parent Handbook of Perkins County Elementary Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:

Austin Reisig, Principal
Perkins County Elementary Schools
Grant, Nebraska

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

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that have expired.

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

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

Parent/Guardian

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

Article 4- Attendance

The Nebraska State School Law requires children ages 5 to 18 to attend school. Any child who has reached the age of 5 years old on or before July 31st of the calendar year in the school year for which the child is seeking admission shall be admitted into Kindergarten. Regular and punctual student attendance is required. The Board's policies require such attendance; the administration is responsible for developing further attendance rules and regulations, and students and parents/legal guardians are responsible for developing behaviors, which will result in regular and punctual student attendance. **The district strongly encourages parents to arrange health-related appointments and other "flexible" appointments for their children after school hours or on non-school days.**

Section 1 - Attendance and Absences

Excused and Unexcused Absences.

An absence from school will be reported as:

- (a) an excused absence
- (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. **An absence is considered excused when a student is out of school for an approved reason and the school has been properly notified by a parent/guardian.** An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- b. Illness that causes a student to be absent from school.
- c. **Medical Appointments**
- d. **Court appearances or other legal matters (unless suspect)**
- e. **School sponsored activities that require students to be absent from school.**
- f. Family trips in which student accompanies parent(s)/legal guardian(s).
- g. Other absences that have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence that is not excused is unexcused. If a student's absence is unexcused, the student may receive zeros for any classwork missed during the absence, and may be required to make up work and the time missed.

Excessive Absenteeism

Students who accumulate five (5) or more absences in a quarter shall be deemed to have "excessive absences"/truant. The attendance committee will initiate an informational letter to the

parents of students at that time, informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Absences between the 6th day of absence and the 8th day of absence may result in further written communication from the principal.

5 absences	Communication from the principal
10 absences	Parent meeting with principal, attendance committee, and school counselor
15 absences	Students will not be allowed to participate in extracurricular activities including field trips and celebrations. Parent Meeting with principal, attendance committee, and school counselor to create an Attendance Improvement Plan
21 absences	Notification to the Perkins County Attorney's Office (Cumulative for the school year)

The meeting shall have addressed:

1. Verification of past student absences and establishment of increased parent/legal guardian responsibility to provide the principal with written verification for each absence from a doctor. (review ALL absence dates and reasons)
2. Review of current student academic performance compared to the student expected performance (where they are/where they could be academically);
3. Review resources and support systems that may need to be addressed to improve daily attendance;
4. Sign a meeting notice of the parental legal responsibility for the regular attendance of their child;
5. Inform the parent/guardian that upon the 21st day of absence or tardy, a letter from the principal will be sent to the parent/legal guardian and a report will be filed with the Office of the Perkins County Attorney.
6. In the event that a student's absence has been verified as medical-related, an instructional plan will be developed to accommodate the student.

Tardy to School

1. All absences and tardies will be recorded daily regardless of the reasons. Parents/legal guardians must report all absences. All absences for a child must be reported to the School Office on or before the day they occur by the parent/legal guardian by 8:10 a.m. This report may be verbal (by telephone or in-person) or written (hard copy or email). For medical absences, the parent/legal guardian should supply the School Office with written verification from a doctor for each absence. If absence is not reported before 8:10 a.m. will be counted as unexcused.
2. The instructional day begins at 8:00 a.m. Students need to report to their homeroom classroom or assigned area no later than 8:00 a.m. Any student who arrives after the start of the school day will be considered tardy.

3. Notice will be sent home as defined in the excessive absenteeism/truancy section so parents may comply with the district and state attendance requirements. Perkins County Public School staff will work in partnership with parents/legal guardians to promote consistent student attendance to ensure student learning.

Tardy to School (Elementary): A student may be required to serve 15 minutes detention following the accumulation of excessive tardies and for each additional tardy each nine-week period. If the tardies continue after this action, the student will be referred to the principal for further action. A student will be considered tardy if they arrive 10 minutes or less after the tardy bell has rung.

2026-2027 Jr/Sr High Student-Parent Handbook Edits- Tara Sudbeck Principal

1. Removed from page 2: -

“Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We look forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year. Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education. There are several forms at the end of this handbook that you must read, sign, and return no later than 8/14/2025. This handbook contains information of value to every student and parent. It explains school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Mark Jolliffe, Superintendent”

2. Removed: “cellphones must stay in lockers until lunch time.”
3. Removed: “These items are prohibited in the classroom (food). Hard candy such as Jolly Ranchers and gum may...”
4. Removed: “Special occasions involving snacks or meals during the day must be cleared with the classroom teacher and administration.”
5. Page 48 now reads: “**Food/Drink** – Outside beverages and snacks are permitted in your locker for consumption during class periods. Food, gum, and hard candy are permitted with the individual teacher’s approval. Students may bring a water bottle to school during the day, but it must contain only water. Students are expected to clean up after themselves.”
6. Updated staff lists on pages 1-3 to note new staff and retired staff

Perkins County Jr/Sr High
STUDENT-PARENT HANDBOOK
2026-2027

Section 1 Intent of Handbook

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

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

Section 2 Members of the Board of Education

Chris Fryzek - President
Tori Gengenbach - Vice President
Holly Cornelius - Secretary
Jayson Bishop – Treasurer
Cameron Sis
Jason Noyes

Section 3 Administrative Staff

Ben Jones	Superintendent	PC Jr/Sr High	ben.jones@perkinscountyschools.org
Tara Sudbeck	Secondary Principal	PC Jr/Sr High	tara.sudbeck@perkinscountyschools.org
Austin Reisig	Elementary Principal	PC Elementary	austin.reisig@perkinscountyschools.org
Shawn Cole	Activities Director	PC Jr/Sr High	shawn.cole@perkinscountyschools.org

Section 4 Teaching Staff

Che Balcom	Agriculture Education	7-12
Ronda Baumfalk-Sipley	English	9-12
Deanne Bishop	Science	9-12
Ryan Boldt	Social Science	9-12
Seth Burge	Agriculture Education	7-12
Shawn Cole	AD / Weights	9-12
Alecia Einspahr	Academics	7-12
Brendan Geier	PE / Weights	7-12
Emily Glause	Spanish	9-12
Julie Ferguson	Business/Technology	7-12
Penny Hite	Social Science	7-8
Nathan Kemling	Music	7-12
Kriss Krutsinger	Industrial Arts	7-12

Brooke Lee	Math	9-12
Jasmine Lehl	Music	7-12
Tonya Mosel	Science	9-12
Shelly Pollard	Special Education	7-12
Nicole Putnam	English	9-12
Robin Quinn	JAG	7-12
Tara Schwanebeck	Math	7-12
Renee Seiler	Tech Coordinator	9-12
Whitney Soper	Guidance	7-12
Tristan Stephenson	Art	7-12
Erica Turner	Library	K-12
Amanda Wood	Science	7-12
Peyton Woodmancy-Rowley	Language Arts	9-12

Section 5 Support Staff

Tanya McArtor	PC Jr/Sr	Administrative Professional
Dawnya Dreiling	PC Jr/Sr	Administrative Professional
Rick Dreiling	PC Jr/Sr	Head of Maintenance
Connor McCormick	PC Jr/Sr	Custodian
Kelly Konzak	PC Jr/Sr	Custodian
Diana Malave	PC Jr/Sr	Food Service Director
Shelly Williams	PC Jr/Sr	Kitchen Staff
Sara Watkins	PC Jr/Sr	Paraprofessional
Richelle Janssen	PC Jr/Sr	Paraprofessional
Bellamy Handy	PC Jr/Sr	Paraprofessional
Amy Log	PC Jr/Sr	Paraprofessional
Mallory Demilt	PC Jr/Sr	CNA Paraprofessional

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Article 1 – Mission and Goals

Section 1 School Mission Statement

Welcome to Perkins County Schools. Our students are expected to show RESPECT, perform to EXCELLENCE, and exemplify PRIDE in themselves, their school, and their community. By “Protecting our REP” students will become confident and productive members of society.

Section 2 Goals and Objectives - 2024-2029

The goals and objectives of Perkins County Schools are:

1. Assess, develop, and implement a comprehensive cross-curricular PK-12 literacy plan to improve reading, writing, listening, and speaking skills.
 - a. 2024-2025 - Assess the current PK-12 literacy curriculum.
 - a. Spring 2025 - Identify necessary changes and develop a comprehensive plan to improve reading, writing, listening, and speaking skills.
 - a. 2025-2026 - Implement Pk-12 literacy plan.
 - a. 2026-2027 - Monitor, review, and adjust the Pk-12 literacy plan.
 - a. 2027-2028 - Evaluate the implementation of the Pk-12 literacy plan with an emphasis on student growth as it relates to NSCAS and building assessments.
 - a. 2028-2029 - Evaluate the implementation of the Pk-12 literacy plan and make necessary adjustments to enhance the program results.
2. Assess, review, and modify extracurricular guidelines to balance academic and activity attendance.
 - a. Summer 2024 - Review 2023-2024 activity attendance and report to the board.
 - a. 2024-2025 - Monitor the attendance of students involved in extracurricular activities.
 - a. 2024-2025 - Assess, review, and modify extracurricular attendance guidelines.
 - a. 2025-2026 - Implement extracurricular activity attendance guidelines.
 - a. 2025-2026 - Monitor the attendance of students involved in activities.
 - a. 2026-2027 - If needed, adjust guidelines to improve academic/activity balance.
3. Implement an impactful character education curriculum to improve student relationships, teamwork, and interpersonal problem-solving skills.
 - a. 2024-2025 - Pilot the Be Good People curriculum at 7-8 grade.
 - a. 2024-2025 - Research curriculum systems that would address district needs.
 - a. 2024-2025 - Continue to implement research-based PBIS and MTSS strategies.
 - a. 2025-2026 - Implement Pk-12 character education program
 - a. 2026-2027 - Monitor and evaluate Pk-12 character education implementation.
 - a. 2027-2028 - Monitor and evaluate Pk-12 character education implementation.
 - a. 2028-2029 - If needed, adjust program implementation. Continue monitoring.

Section 3 Organizational Beliefs - 2024-2029

PCS administrators, teachers, staff, and coaches are committed to students' long-term success by providing high expectations, transparent communication, and fostering positive relationships.

We believe in utilizing research-based instructional strategies to ensure student success. Such strategies assist in creating a culture of perseverance, critical thinking, and a growth mindset.

We believe that each student will have equal access to high levels of instruction.

We believe in smooth transitions for students at all grade levels.

We believe in vertical teaming opportunities for teachers to create consistent curricula, resulting in student growth.

All students are encouraged to participate in one or more activities. Teachers, coaches, sponsors, and advisors aim to challenge students to succeed in the classroom while allowing them to explore and excel in other areas. Activities will support the development of teamwork, soft skills, and healthy habits.

We believe that educator effectiveness is built on continuous feedback, training, professional collaboration, relationships, adaptability, and accountability.

We believe it takes all stakeholders to teach behavior expectations, support positive change, and hold students accountable for their actions.

Section 4 Mutual Respect

Perkins County Schools expects every staff member and student to be treated with respect and dignity. Showing disrespect toward a staff member or engaging in insubordination will not be tolerated.

Section 5 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures in place to address certain complaints or concerns, including discrimination, harassment, bullying, and disciplinary actions. Those procedures should be used where applicable.

1) Complaint procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

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

Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2) Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be documented in writing to ensure its effectiveness. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel of a building should be submitted to the building's principal.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved. (I) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member if appropriate
4. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - a) Strongly encourage the complainant to reduce his or her concerns to writing.
 - b) Interview the complainant to determine:
 - I) All relevant details of the complaint.
 - II) All witnesses and documents which the complainant believes support the complaint;
 - III) The action or solution which the complainant seeks.
 - c) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator receives the complaint.
5. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completing this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involves discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent receives the complainant's written appeal.
6. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involves discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 - e) There is no appeal from a decision of the board.
7. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - I) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - II. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response must be in writing and submitted within 180 days of the president receiving it.

No Retaliation. The school district prohibits retaliation against any person who files a complaint or participates in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement, must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided to a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the Board of Education.

Complaints about the educational services provided to a student suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or provide prior written notice of the district's refusal to do so.

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

Article 2 – School Day

Section 1 Bell Schedules

Regular Schedule

Period 1	8:00 a.m. – 8:51 a.m.
Period 2	8:53 a.m. – 9:44 a.m.
Period 3	9:46 a.m. – 10:37 a.m.
Period 4	10:39 a.m. – 11:30 a.m.
Lunch A	11:30 a.m. – 12:02 p.m.
Period 5A	11:32 a.m. – 12:23 p.m.
Lunch B	12:23 p.m. – 12:55 p.m.
Period 5B	12:02p.m. – 12:52 p.m.
Period 6	12:55 p.m. – 1:46 p.m.
Period 7	1:48 p.m. – 2:39 p.m.
Period 8	2:41 p.m. – 3:32 p.m.

1:30 Schedule

Period 1	8:00 a.m. – 8:36 a.m.
Period 2	8:38 a.m. – 9:14 a.m.
Period 3	9:16 a.m. – 9:52 a.m.
Period 4	9:54 a.m. – 10:30 a.m.
Period 6	10:32 p.m. – 11:08 a.m.
Lunch A	11:08 a.m. – 11:40 p.m.
Period 5A	11:10 a.m. –11:46 a.m.
Lunch B	11:46 a.m. – 12:16 p.m.
Period 5B	11:42 p.m. – 12:16 p.m.
Period 7	12:18 p.m. – 12:54 p.m.
Period 8	12:56 p.m. – 1:32 p.m.

Friday Schedule

Period 1	8:00 a.m. – 8:43 a.m.
Period 2	8:45 a.m. – 9:28 a.m.
Period 3	9:30 a.m. – 10:13 a.m.
Period 4	10:15 a.m. – 10:58 a.m.
Period 6	11:00 p.m. – 11:43 a.m.
Lunch A	11:43 a.m. – 12:17 p.m.
Period 5A	11:45 p.m. –12:28 p.m.
Lunch B	12:28 p.m. – 1:00 p.m.
Period 5B	12:17 p.m. – 1:00 p.m.
Period 7	1:02 p.m. – 1:45 p.m.
Period 8	1:48 p.m. – 2:30 p.m.

10:00 Late Start Schedule

Period 1	10:00 a.m. – 10:36 a.m.
Period 2	10:38 a.m. – 11:14 a.m.
Period 3	11:16 a.m. – 11:52 a.m.
Lunch A (7 th & 8 th)	11:54 a.m. – 12:30 p.m.
Period 4 A	11:54 a.m. – 12:30 p.m.
Lunch B (9 th & 12 th)	12:30 p.m. –1:02 p.m.
Period 4 B	12:30 p.m. – 1:02 p.m.
Period 5	1:02 p.m. – 1:38 p.m.
Period 6	1:40 p.m. – 2:16 p.m.
Period 7	2:18 p.m. – 2:54 p.m.
Period 8	2:56 p.m. – 3:32 p.m.

Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when weather service forecasts, law enforcement advisories, or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities).

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents using the district's instant notification and/or direct contact. When possible, local radio and television stations will also be notified and

asked to broadcast school dismissal information. This information may also be posted on the district's website. **Perkins County Schools' current notification system will also be used.**

After School Starts. Every attempt will be made to avoid closing the school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, parents will be given as much advance notice as possible. If school is closed during the day, the media will broadcast the notice. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent due to severe weather when school is in session will be marked as absent. The absence will be treated like any other absence for legitimate reasons, provided parents notify the school properly of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning. Students and staff members regularly practice tornado safety procedures.** Additionally, parents are advised not to call radio and television stations or school buildings during severe weather.

Emergency Conditions. The school has a signal that, when activated, requires either evacuation or moving to safer areas of the building. Regular drills are held as required by law throughout the school year. Plans are also in place for an Emergency Exit system, a Tornado Warning System, and Critical Incident Response.

Section 3 Open-Closed Campus

All students must remain on campus during the school day, except sophomores, juniors, and seniors, who are allowed to leave campus during lunch. Students in the Internship Program may also leave the building by following the necessary process to be excused.

The student must obtain permission from their parent or guardian, as specified by phone call or written note to the office, to leave the building before the end of the school day.

BEFORE LEAVING THE BUILDING, THE STUDENT MUST SIGN OUT ON THE FORM PROVIDED IN THE PRINCIPAL'S OFFICE OR THE MAIN OFFICE. THE STUDENT MUST INFORM THE OFFICE STAFF OF WHERE THEY ARE GOING, AND PARENTAL CONTACT MUST BE CONFIRMED BEFORE THE STUDENT LEAVES THE BUILDING.

Failing to follow building check-out procedures will be considered truancy, and the student will be required to make up the missed time before or after school.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal from School

Students are expected to arrive at school no more than 30 minutes before the first class or school program in which they are participating. Before **that time, the school is not responsible for the supervision of the students.** Students will be admitted to the school building 30 minutes before the first class. Students may not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to the designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location, unless they are participating in a school-sponsored activity. **The school is not responsible for supervising students once the students have left the school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends differently than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left unsupervised or unable to get home upon dismissal.

Signing a Child in and Out of School

Parents are not to go directly to the classrooms. The schools will only release children to adults who are designated by the parent on the emergency card.

If a special circumstance, such as a court order limiting access to a student by a parent or guardian, affects who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Students leaving the building and arriving late must sign out and/or sign in on the sheets provided in the main office. Time left, destination, and reason must be recorded. Late arrivals need the time arrived and the reason for the late arrival.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they should do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available during an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the child's safety.

Article 3 - Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office upon entering the main entrance to sign in and receive a visitor's pass. Visits to classrooms during the first and last weeks of school may be limited to ensure a smooth transition. Parents' visits to classrooms are encouraged, provided that they do not disrupt the educational program or individual students or create a safety concern.

- 1) Visitors may only be students registered in another Jr/Sr high school.
- 2) Visitors may only visit one (1) day.
- 3) Visitors must stay with the host student the entire day.
- 4) Visitors must stop in the central office to pick up a pass before going to a classroom.
- 5) No visitors will be allowed into a classroom unless they have a visitor pass to show the teacher.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in achieving a smoke- and tobacco-free environment for our children. When attending school events, including athletic events, please adhere to our district's policy.

Section 3 Care of School Property

- 1) Students are responsible for the proper care of all school-supplied books, equipment, supplies, and furniture.
- 2) Students who damage property, break windows, or cause other harm to school property or equipment will be required to pay for the damage or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Damaged Cover:	Same as a lost book
Missing Page:	\$1 per page (up to replacement cost)
Torn Page:	\$1 per page (up to replacement cost)
Marks that cannot be erased:	50 cents per mark (up to replacement cost)

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

Section 4 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials.

Students must keep locker doors closed and locked when not retrieving items from their lockers. Each student is responsible for the damage done to his/her locker. Damage to lockers must be repaid, and a reasonable fine will be applied for such damage. Protect yourself and your property-- lock your locker and keep the combination to yourself. Lockers are assigned to students at the beginning of each year.

Students are responsible for the care and condition of their assigned lockers. Lockers are the property of PCS Schools and are, therefore, subject to inspection by authorized school personnel at any time.

Section 5 Searches of Lockers and Other Types of Searches

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding the use of or items placed on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials.

Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the administration's discretion. The school randomly uses drug/sniffer dogs in accordance with Board Policy.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

- 1) School officials may conduct a search if they have a reasonable basis to believe that it will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

- 2) Illegal items or other items reasonably determined to pose a threat to the safety of others or compromise educational purposes may be seized and retained by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
- 3) Students may be removed from possession of items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”).

Lockers are the property of the PCS school district and are made available to students to store books, coats, and other school-related items. The school owns student lockers, desks, and other such properties. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in the desks and lockers issued to them by the school. Designated officials, as permitted by law and board policy, may have access to and search student lockers, desks, and other school-owned property when there is reasonable cause to do so. Lockers are not to be used to store any item considered illegal or inappropriate for student possession. Such items might include open cans or bottles of pop, tobacco, alcohol, weapons, pornography, stolen property, drugs, inhalants, contraband, or any other property or material that would materially disrupt the school process. Students are not to share or trade lockers. Students must keep lockers clean, orderly, and free of writing and graffiti.

Section 6 Video Surveillance and Photographs

The Board of Education authorizes the use of video cameras on school property to ensure the safety of staff, students, and visitors, and to protect District facilities and equipment. Cameras may be placed in locations deemed appropriate by the Superintendent. Recordings capturing violations of school policies or laws may be used for disciplinary action and shared with law enforcement.

Unless otherwise allowed by board policy or law, students are prohibited from making audio or video recordings during the school day, on school grounds, in school vehicles, or at school-sponsored activities—unless permitted for public use (e.g., recording an athletic event for personal use). Students must follow district policies on appropriate use and discipline. Smart devices that record or transmit audio/video, such as Google Home, Alexa, or AngelSense, are generally prohibited.

Exceptions apply when recordings are required as part of a student’s disability accommodation, IEP, or Section 504 Plan.

Recording or photographing in restrooms, locker rooms, or other private areas is strictly prohibited. Violations may result in discipline up to expulsion.

Section 7 Use of Telephone

Use of the office phone is only allowed in emergencies or when a student is ill.

Section 8 Bicycles

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

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned against bringing large amounts of money or valuable items to school.

Section 10 Lost and Found

Students who find lost articles are asked to take them to the office, where the owner can claim them. If articles are lost at school, report that loss to the office personnel. Articles of clothing not claimed by the end of the school year may be donated to local charities.

Section 11 Accidents

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal and/or the Activities Director. Accident forms can be found in the main office.

Section 12 Laboratory Safety Glasses

As required by law, approved safety glasses must be worn by all students and teachers as needed while participating in or observing vocational, technical, industrial technology, science, and art classes.

Section 13 Insurance

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

Section 14 Bulletins and Announcements

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

Section 15 Games

Electronic games, internet games, and card games such as poker are not considered beneficial to the educational process or acceptable during class time.

Section 16 Detention Period Regulations

Detention periods will be assigned to students who exhibit undesirable attendance patterns, conduct, promptness, and other disciplinary problems.

The offenses which may result in the student being assigned to a detention period are but not limited to:

- 1) Tardiness
- 2) Leaving school without following the proper procedure.
- 3) Truancy. As a standard practice, detention periods will be assigned so that the total number of minutes of detention will equal the total number of minutes of truancy.
- 4) Other misconduct. Violations of accepted conduct in the hallways, during the noon hour, or improper use of school equipment will result in detention periods.

The detention period may begin at 3:32 PM and end at 4:30 PM each day when school is in session unless otherwise notified. 7:00-8:00 a.m. is also an option.

Saturday School is an additional form of detention. Students who have violated the following rules, including excessive absences, tardiness, failure to report for detentions, and repeated offenses, may be assigned to Saturday School.

- 1) Students who fail to comply with the assigned detention period will forfeit their opportunities to participate in extracurricular activities until the time is served.

FAILURE OF A STUDENT TO REPORT TO THE DETENTION ROOM WHEN ASSIGNED WILL RESULT IN THE NUMBER OF DETENTION PERIODS BEING DOUBLED.

A SECOND OFFENSE: THE STUDENT (S) WILL SERVE AN IN-SCHOOL SUSPENSION FOR ONE (1) DAY. SUBSEQUENT OFFENSES MAY LEAD TO OUT-OF-SCHOOL SUSPENSION (S) OR EXPULSION.

Section 17 Copyright and Fair Use Policy

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

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

Section 18 School Dances

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code and is a privilege available to students meeting all participation requirements. Dances must be scheduled with the building principal at least four weeks in advance. The Superintendent may discontinue school dances for the remainder of any school year upon the recommendation of the building Principal.

Only PCHS students, faculty members/spouses, sponsors, and Board members/spouses can attend school dances unless otherwise specified. High school dances at PCHS allow out-of-school dates; **those attending must currently be enrolled in high school or have graduated from high school within the past year. Special circumstances may be taken into consideration.** Out-of-town dates will require filling out a form specified by the school. Students currently enrolled in middle school grades are not eligible to attend PCHS dances.

Students are reminded that their conduct at all dances must comply with all student conduct policies and regulations. Students are reminded that not only may the privilege of attending the dance be suspended, but students may also be suspended from regular school for conduct violating these policies and regulations.

Inappropriate dancing, dress, and behavior will result in the student's removal from the activity. Once a student leaves the facility, they are not allowed to return to the dance.

JUNIOR/SENIOR PROM

Juniors, Seniors, their dates, and specified guests may be admitted to the BANQUET and PROM. Everyone wanting to be admitted to the Junior/Senior Banquet/Prom shall be given a breath test, and the test shall indicate negative for the presence of alcohol. Juniors or Seniors who invite outside dates to the Banquet shall be responsible for paying for the meal before the Banquet. Names of dates outside PCHS must be furnished to the office of the Principal one week before the date of the Prom. Guests to the Banquet and Prom may include the faculty, staff, Board of Education members, and spouses of each. The Prom will be terminated by midnight. Anyone leaving the building before the dance is over will not be permitted to re-enter. Out-of-town dates will require filling out a form specified by the school.

HOMECOMING

Students of PCS High School may invite outside dates to Homecoming and Sweetheart Dance. Names of dates outside PCHS must be furnished to the office of the Principal one week before the dance date. The Homecoming Dance will be terminated by 11:00. However, if the dance is scheduled after a game, the Administration may extend the dance by up to one hour. Anyone leaving the building before the dance is over will not be permitted to re-enter. Out-of-town dates will require filling out a form specified by the school.

JUNIOR HIGH DANCES

Dances will last no longer than 2 hours and will end by 10:00 p.m. No outside dates are allowed.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

- 1) Who Can Attend: Only students of Perkins County Schools and their guests may attend
 - a) Students currently attending Perkins County Schools or another Nebraska high school who have not been restricted from attending extracurricular activities at Perkins County Schools or their own school are generally considered appropriate dates or invited guests (high school only).
 - b) High school dances at PCHS allow out-of-school dates; those attending must currently be attending a high school or have attended and completed high school, and be only one year removed from graduation. Special circumstances may be taken into consideration.
 - c) Some school dances may be restricted to students attending specified grade levels at Perkins County JR/SR High. For any dances at the middle school level, only students attending Perkins County JR High in the grade(s) for which the dance is being held may attend (no outside dates).
 - d) Students who have been suspended from school or extracurricular activities are not permitted to attend.
 - e) The school reserves the right to exclude persons who may or may not cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct that apply to our students.
 - f) Students or their guests who engage in inappropriate behavior, whether on or off the dance floor, may be asked to leave the premises. Students are reminded that their conduct at all dances must comply with all student conduct policies and regulations.

- 2) Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, will be removed from the dance. Their parents may be contacted. Law enforcement may be contacted. If the student(s) is impaired, we will do what we can to prevent them from leaving the dance until parents or law enforcement arrive.

Students and their dates may be required to submit to a breathalyzer before gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

- 3) Appropriate Attire: Students and their guests are expected to adhere to the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether a student's attire is appropriate. Students will be asked to change unacceptable items, which may require them to return home to change their clothing. If you are uncertain about your attire, it is advisable to check in advance of the dance with the Principal or the staff sponsor for the event.

Section 19 Student Fees Policy

The Board of Education of Perkins County Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to establish and publish its guidelines or policies for specific categories of student fees in a policy. The District achieves this by establishing the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches, and sponsors for further specifics.

- 1) Guidelines for non-specialized attire that is required for specified courses and activities.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to ensure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2) Personal or consumable items & miscellaneous

a) Extracurricular Activities. Students are responsible for furnishing any personal or consumable items for participation in extracurricular activities.

b) Courses

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

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

II) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property that are caused or aided by the student, as well as for the reasonable replacement cost of school property that is placed in the student's care and subsequently lost.

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

IV) Music Course Materials. Students must provide their own musical instruments for participation in optional music courses. The district's fee waiver policy allows students to use a musical instrument without charge. The District is not required to provide a particular type of musical instrument for any student's use.

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

3) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities mean student activities or organizations that are supervised or administered by the District, which do not count toward graduation

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

- 4) Extracurricular Activities—Fees for participation. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.
- 5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
- 6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
- 7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
- 8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- 9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
- 10) Breakfast and lunch programs. Students shall be responsible for items that students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
- 11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under

United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

- 12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.
- 13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Section 20 CAFETERIA

PCJSHS maintains a cafeteria as a service to the students. Students need to pre-pay for lunches in the main office. Students are assigned a number and are encouraged not to share that number with other students. When a balance falls below zero, students will not be served. We reserve the right to deny any students the privilege of eating in our cafeteria. Breakfast is \$2.50, student lunch is \$4.50, Seconds are \$2.50, Extra Milk is \$.80, and adult lunch is \$5.00.

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required in accordance with the board's policies. The administration is responsible for developing further attendance rules and regulations, and the staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors that lead to regular and punctual student attendance.

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as (a) an excused absence or (b) an unexcused absence.

- 1) Excused Absences. Absences should be cleared through the office in advance whenever possible. An absence or tardiness, even with parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
- a) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b) Illness that causes a student to be absent from school with a note from a medical professional.
 - c) A doctor or dental appointment, which requires the student to be absent from school with a note.
 - d) Court appearances are required by a court order, and the student is not responsible for needing to be in court.
 - e) School-sponsored activities that require students to be absent from school.
 - f) College planning visits
 - g) Other absences that have received prior approval from the Principal.

- 2) **Unexcused Absences:** An absence that is not excused is unexcused.
- Students are allowed up to 10 unexcused absences per class period per semester.
 - Attendance notifications will be sent periodically during the school year.
 - Students must have their parents call or send a note by the following school day to report an absence for it to be considered excused.
- 3) Students who exceed the attendance policy are not permitted to participate in extracurricular activities, organizations, or attend social functions such as dances until they have made up the time they are in excess. This time will be made up after school at 9th Hour or at a time agreed upon by the Principal. Once time is made up, the student will become eligible. Failure to make up the time will result in loss of credit.
- The following scale will be followed for the reduction of credit for students in grades 9-12:
 - 11-14 days absent = 1 credit deduction
 - 15-19 days absent = 2 credit deduction
 - 20-24 days absent = 3 credit deduction
 - 25-29 days absent = 4 credit deduction
 - 30+ days absent = 5 credit ded./no credit

Tardy to School. Students are tardy when they are not in their assigned area by the time the tardy bell rings. A student will have earned detention time for accumulating 2 or more unexcused tardies in a week. The principal will run a tardy report on Monday morning. They will confer with the student and may notify the parents, and detention time may be assigned. Each unexcused tardy has a consequence of 15 minutes of make-up time. This time will be made up after school, and students will not be able to participate in activities until this time is made up. (exception for Monday activities)

Oversleeping, repeated or excessive car trouble, excessive morning appointments or chores, and missing a ride are some unacceptable reasons for tardiness. The principal may excuse some of these tardies, as each will be handled on a case-by-case basis. Tardies will be classified as either excused or unexcused; however, it is the student's responsibility to provide a note or phone call to the office by the end of the next school day to excuse the tardy. A tardy becomes an absence after 15 minutes of class time.

Tardy to Class. Students have sufficient time between classes to arrive at their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from the teacher who detained them. Once students are in the classroom doorway, the teacher's discretion applies to specific tardy guidelines.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving the premises. Students leaving the building must obtain permission from the Principal or the Attendance Secretary to leave the building. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Students must sign in at the office upon returning to school that same day. A sheet will be available on the office counter for this purpose.

BEFORE LEAVING THE BUILDING, THE STUDENT MUST SIGN OUT ON THE FORM PROVIDED IN THE MAIN OFFICE. THE STUDENT MUST INFORM THE OFFICE STAFF OF WHERE THEY ARE GOING, AND PARENTAL CONTACT MUST BE CONFIRMED BEFORE THE STUDENT LEAVES THE BUILDING.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Section 3 Absence Procedures

Students are responsible for communicating with teachers when they have been absent. They are also responsible for self-advocating and determining what work needs to be done and when it is due.

Section 4 Make-up Work

Written make-up work may be assigned for each day missed, regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

The student is responsible for contacting teachers initially regarding make-up assignments. For excused absences, one school day will be allowed to make up the work for each day missed, with a maximum of five days allowed to complete make-up work. An example would be if a student missed three school days; when they return to school, they will have three school days to complete their classwork. If requested, assignment sheets will be prepared for students who are absent due to illness. If parents or students request assignment sheets, the school should be contacted by 10:00 a.m.

Section 5 Attendance is Required to Participate in Activities

The Principal reserves the right to grant participation in exceptional circumstances.

Students absent due to illness for the day or any part of the last half (periods 5-8) of the day will not participate in school-sponsored activities that day. The principal and activities director will take special considerations into account.

An absence on the day before an all-day activity the following day will result in the student not participating in the activity. The student must be in attendance for the last half of the previous day to be eligible to participate. Special considerations will be taken into account by the principal and activities director. This does not affect weekends. The intent of this guideline is to limit missed class time. Example: The student misses class on Friday and has an activity on Saturday. The student may attend the activity.

Section 6 Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules and regulations. The consequence of truancy may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without a lawful reason shall, within three days, report such violation to the Superintendent. The Superintendent shall immediately investigate any such report that needs to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or a report or complaint from any district resident, the Superintendent believes that any child is unlawfully absent from school. The school shall provide all services within its power to compel such a child to attend a public, private, denominational, or parochial school, which the person having control of the child shall designate to remediate the child's truant behavior.

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:

- 1) One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration, the parent or guardian, and the student to report and attempt to resolve the truancy problem. If the parent or guardian refuses to participate in such a meeting, the principal shall document this refusal in the student's attendance records.
- 2) Educational counseling to determine whether curriculum changes are necessary, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
- 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.
- 4) Investigation of the truancy problem by the school social worker, or if such a school does not have a school social worker, another person designated by the administration to identify conditions that may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student), warning them to comply with the provisions of that law. If, within one (1) week after the time the notice is given, such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Attendance Committee

The committee will consist of the Principal, Counselor, and two classroom teachers. It will meet to hear petitions from students regarding their attendance records.

Forms to Petition the Attendance Committee

Forms are available in the Principal's office. Any student has the right to appeal any decision of this Committee to the Superintendent of Schools and, if necessary, to the school district's Board of Education.

Students Losing Credit Hours

If a student loses credit for a class due to absences, they may request to remain in the class or may be removed from the class and placed under the supervision of the principal for that class period.

Article 5 - Scholastic Achievement

Section 1 Grading System

Students will receive percentage grades on report cards and transcripts. The following scale will be used to assign percentage grades and a grade point average:

- A 93-100
- B 86-92
- C 78-85
- D 70-77
- F 69 and Below

Each teacher will define the grading procedures to be used in their classes.

Grades are divided into two categories: Academic and Non-academic. Academic grades are the only grades that count for class rank. Non-academic classes include Physical Education, Band, Chorus, Internship, Yearbook, and Teacher Assistant. TA will require the student to follow the NHS course requirements and maintain a cumulative average of 90%. Seniors who qualify can take 1 period of TA and 2 periods of Internship. Juniors can take 1 period of Internship.

An internship allows students to gain work experience and helps them make post-graduation career decisions. Students must be in good academic standing. Good academic standing would include, but not be limited to, being on course to graduate with adequate credits and not failing any courses. Internship students must pass all courses and not exceed the attendance policy to participate in the program. Students who receive poor evaluations from their supervisor may be dismissed from the Internship at any time during the semester. TA will also follow these criteria for participation. The principal will determine who is eligible to participate.

Section 2 High School Yearly Course Requirements

High school students in all grade levels must register before the start of the school year. The counselor and principal will guide students in their course selection.

Parents need to contact the counselor regarding their child’s plan for education during high school and post-secondary education. Requirements for a four-year degree, a two-year degree, or a job certification are all different. It is the parent's and student’s responsibility to maintain the correct course of study during high school to prepare the student for post-secondary education.

High school students are required to register for the following exploratory courses:

- 9th Grade Health, Technology Applications, Physical Education 9, Geography
- 10th Grade Intro to Speech and Personal Finance
- 11th Grade Computer Science (starting class of 2029)

Section 3 Graduation Requirements

To participate in commencement exercises or receive a Perkins County Schools diploma, a student must fully complete all graduation requirements prior to the official commencement exercises and complete other administrative requirements or conditions.

To be eligible for graduation from Perkins County High School, a student must have earned a minimum of 270 semester hours of credit in grades 9 through 12. Credit hours will be calculated according to the Nebraska Department of Education guidelines.

Satisfactory completion of the following courses must be presented in the candidate’s record:

English	40 semester hours	Intro to Speech	5 semester hours
Social Sciences	30 semester hours	Technology Apps.	5 semester hours
Science	30 semester hours	Personal Finance	5 Semester hours
Math	30 semester hours	Foreign Lang.	Recommended 2 years
P.E. and Health	10 semester hours	Computer Science	5 Semester hours (2029)

The Board of Education may make exceptions to these requirements upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. The minutes shall

include a complete record of the recommendation and of the action taken upon it by the Board. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the graduation requirements but who has attended school regularly may be granted a Certificate of Attendance with the superintendent's recommendation.

Section 4 Class Rank and GPA

The "Carnegie Scale" will determine class rank and GPA. Each percentage grade is assigned a numeral value from 1.0 to 4.0. A senior with a grade point average of 93.000 or higher will be recognized as graduating "With Honors."

Below is a definition of point values:

Grade	Regular Classes	Honor Roll based on this scale		
93-100	4.00	A	=	93-100
90-92	3.50	B	=	86-92
86-89	3.00	C	=	78-85
82-85	2.50	D	=	70-77
78-81	2.00	F	=	69 and Below
75-77	1.50			
70-74	1.00			
69 and below	0.00			

Section 5 Credits: Method of Awarding at PCHS

PCHS employs the credit-hour method to award credit for all subjects that may be taken at this high school. A credit hour represents one hour of class work for a period of 18 weeks, equivalent to one semester. Classes such as English, Mathematics, History, Social Science, and Business, which meet one period a day, five days a week, for eighteen weeks, carry five credit hours.

College Electives and/or Dual Credit College Courses

- Students wishing to take college elective courses and/or dual credit college courses may do so under the following conditions and guidelines.
 - Must be a Junior (One period a Semester) or Senior (Two periods a Semester). Exceptions will be made on a case-by-case basis.
 - Students may be required to send their grades to the counselor and/or principal.
 - Students will pay for these courses. The school does not cover the cost of these courses.
 - Dual credit will be given for any class taught on campus by a PCS teacher, including Sociology, Psychology, and Philosophy.

Section 6 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally, as determined by the professional staff. Students typically progress from one grade to the next annually. A student may be retained at a grade level or be required to repeat a course or program when, in the judgment of the professional staff, it is determined to be appropriate for the educational interests of the student and the educational program.

Section 7 Schedule Changes

With proper planning, student registration shouldn't need to be changed. However, changes are permissible by the end of the first week of each semester or as otherwise indicated by the building principal. If a scheduled drop/add is necessary, the student will pick up a drop/add form from the Principal or counselor.

Section 8 Interim Reports

Various supplemental reports may be sent to parents throughout the school year concerning students' performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent as the teacher determines appropriate.

Section 9 Report Cards

Report cards are issued at the end of each quarter. Percentage grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks, or missing assignments will receive grades of "0," and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter.

Section 11 Parent-Teacher Conferences

Parent-teacher conferences will be held in the fall near the end of the 1st quarter. Conferences with teachers can be arranged at any other time by calling or emailing the school office and making arrangements with the teachers.

Section 12 Honor Roll

The PCJSHS Honor Roll is calculated at the end of each nine-week period. Students with 86% or higher in all classes will qualify for the "B" Honor Roll. Students with a 93% or higher in all classes will qualify for the "A" Honor Roll. Classes not calculated for the Honor Roll are Dual Credit Courses, Physical Education, Band, Choir, and Yearbook. Students with grades of 'C,' 'D,' or 'F' will not qualify for the Honor Roll. Students earning all A's will receive special recognition. Quarter Honor Rolls are posted by the office, with Semester Honor Rolls appearing in the Grant Tribune Sentinel.

Section 13 Academic Letters

THE OBJECTIVES OF AWARDING ACADEMIC LETTERS INCLUDE:

- 1) To reward and further recognize students for academic excellence.
- 2) To be used as an incentive to encourage students to take full advantage of the curriculum offered at PCHS.
- 3) To encourage students to take more upper-level courses of study.
- 4) This award will be provided to all freshmen, sophomores, juniors, and seniors based on earning the "A" Honor Roll status for quarters 1-3 in that school year. Course criteria will match that of the NHS and Honor Grads.

Section 14 Academic Eligibility

Purpose:

- To make the students aware that with responsibility comes the price of greatness in the classroom. While activities are extremely important to both the students and the school, the students' major purpose should be to obtain an academic education.
- To have an eligibility policy that will attempt to keep the students in school on a long-term basis, and not just until the end of the semester.
- To have a regulation that is reasonable to implement.

- To have a policy that is fair and attempts to retain the students rather than force them out.

ELIGIBILITY POLICY

Eligibility will be determined weekly. If a student is determined to be ineligible, they will not be allowed to participate in any public performance or competition for the remainder of the week.

- o Beginning the fourth week of the semester, grade reports will be generated on the first school day of the week at 8:00 AM, and an ineligible list will be sent to coaches and sponsors.
- o Any student failing two or more classes will be listed on the ineligible list, and students will be notified of this status.
- o Students will be given one “Grace” week per semester. This will be the first time that their name appears on the ineligible list. Students will still be able to participate in competitions and performances this week.
- o If a student fails two or more classes on a grade report again at any point during the semester, they will be ruled ineligible and not allowed to participate in any performances or competitions until their name is no longer on the ineligible list.
- o Students who are failing two or more classes are encouraged to attend 9th Hour. They will be able to attend practices after the completion of 9th hour.
- o Students who are on the ineligible list will not be allowed to leave campus for lunch and will be required to have lunch detention.

Students earn credits each semester with the intent of acquiring a minimum of 270 by the end of their Senior year. Failure to meet the following minimum standards for each year may result in the student not being eligible for various grade-level activities, such as Prom, class field trips, class elections, and homecoming royalty.

o Sophomore status equals	70 credits at the beginning of the school year
o Junior status equals	140 credits at the beginning of the school year
o Senior status equals	210 credits at the beginning of the school year

9th Hour

Expectations:

1. Students may attend the 9th Hour Study Hall in the High School Library for general help if needed.
Disclaimer: Students are expected to work on classwork. If a student is reported not to be following expectations, the student will be asked to leave, and the administration may take further action.
2. The 9th Hour is 3:32 – 4:30, Monday through Thursday, starting in the 3rd week of the first and third quarters.
3. Students will bring schoolwork to work on, and may be asked to turn in their phones
4. No pop or snacks allowed.
5. Students who are failing may (and are encouraged) go to a teacher for help if they obtain a pass before the start of after-school study hall.
6. Computer use is limited to classroom assignments and is at the discretion of the 9th Hour Study Hall supervisor.

Section 15 Homework

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time needed depends on the student's degree of efficiency. Normally, at least an hour a day should be spent preparing the average assignment. Quality of work (achieving a passing grade) and completing assignments on time are two key responsibilities that each student should master.

Section 16 Incomplete Grades

- 1) An "I" is given in accordance with the following procedures:
- 2) It should be given only when a student cannot complete the required work because of personal illness or serious illness or death in the family, or conditions beyond the student's control.
- 3) When a student receives an "I" at the end of the quarter or semester, they have 2 weeks after the opening of the next quarter or semester to remove it. If it is not removed, it will result in an "F." The instructor will notify the Principal at this time.

Section 17 National Honor Society

The National Honor Society chapter of Perkins County Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. The national office of NHS establishes standards for selection, which have been revised to meet our local chapter's needs. Students are selected to be members by a five (5) member Faculty Council, recommended by the sponsor and approved by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 11th or 12th grades are eligible for membership*. [*NOTE: Eligibility can be altered according to your local guidelines, thus limiting the year or years of eligibility – see the national handbook for clarification.] For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale* [see NOTE above]. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. [NOTE: Schools with specific minimal requirements for leadership or service, e.g., "participation in at least two (2) student activity organizations each year" or "ten (10) hours of documented community service," should include such specific requirements based on the rubrics used by the selection committee in reaching their decisions.]

The national constitution (Article IX, Section 4) indicates that "A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school."

The National Honor Society chapter of PCHS is a duly chartered and affiliated chapter of this national organization. Membership is open to students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Selection standards are established by the national office and have been revised to meet our local chapter's needs.

Students are selected to be members by the Faculty Council, recruited by the sponsor, and approved by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each fall semester. Students in the 11th or 12th grade are eligible for membership. For the scholarship criterion, a

student must have a cumulative grade point average of 90% (3.50). Those students who meet the criteria are invited to complete a Student Activity Information Form, which provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school records are reviewed; second, faculty members are solicited for input regarding their professional reflections on a candidate's character and leadership. The Faculty Council reviews these forms, as well as the Student Activity Information Forms, to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following the notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes participation in the chapter service project(s). Students or parents with questions regarding the selection process or membership obligations can contact the chapter adviser at PCHS. The faculty council may consider exceptions to the above information in special circumstances.

Students or parents with questions about the selection process or membership obligations can contact the chapter adviser.

Removal from the National Honor Society

A student may be removed from the NHS by action of the sponsor upon a determination by the sponsor that the student:

- 1) Prior Conduct. Engaged in conduct before induction, which was not known at the time of induction and which, if known, would have caused a denial of induction.
- 2) Post-Induction Conduct. Engaged in conduct after induction, which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct, which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause a denial of induction if such conduct had taken place before the time of induction.

The student may appeal the sponsor's decision to the principal by giving written notice of appeal to the principal within ten calendar days of receiving the sponsor's removal decision. The appeal procedures shall be established at the principal's discretion to allow a fair opportunity for the student's views and information to be considered. The principal's decision on the appeal shall be final.

NHS/Honor Grads/Graduating with Distinction

Students must complete the following courses to qualify for NHS and to be recognized as an Honor Graduate.

English 9	Algebra I	Science 9
English 10	Algebra II	Biology 10
English 11	Geometry	Chemistry, Physics, Anatomy
World Literature	Geography	or CNA/Medical Terminology
Government	American History	

*1 of the following: World History, Economics, Sociology, Psychology, or Recent History.

Suspension or Expulsion of NHS Members

Section A

A member of this organization may be suspended or expelled for conduct derogatory to the organization's welfare by a two-thirds vote of the members of the NHS Faculty Council, including the sponsor.

Section B

Members who become involved in illegal activities or violate school policies while participating in an NHS event or members found to be in violation of the NHSA code of conduct, including the core values of scholarship, leadership, service, and character, may be suspended or expelled by the NHS advisor. This applies to the entire year. All NHS members will comply with general school rules regarding behavior while attending NHS functions.

Members may be expelled for the following, but not limited to:

- 1) In possession of illegal substances or paraphernalia.
- 2) Testing positive for any level of controlled or illegal substance.
- 3) Physical harm or bullying of anyone associated with or encountering the chapter.
- 4) Failure to report or attempt to cover up illegal activities or actions of other members of the chapter or school.

Section C

If a senior member is expelled, they cannot reapply for membership before graduating from high school. If a junior member is expelled, they can still reapply for membership during their senior year.

Section 18 Academic Integrity

1) Policy Statement

Students are expected to abide by the academic integrity standards established by their teachers and school administration. These standards are established to ensure that students learn as much as possible from instruction, that grades accurately reflect the students' level of learning and progress, that there is a level playing field for all students, and that appropriate values are developed.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form.

Prohibited behavior includes:

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

- A student who cheats, plagiarizes, or otherwise participates in academic dishonesty is subject to discipline, up to and including expulsion.
- Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

2) Definitions

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

- a) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work 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:

- I) Tests (includes tests, quizzes, and other examinations or academic performances):
 - 1) 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 cheats if, after taking a test, they inform other students in a later section of the questions that appear on the test.
 - 2) 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.
 - 3) 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 cheats if they look at another student's paper during a test. A student also cheats if the student tells another student answers during a test while exiting the testing room or knowingly allows another student to look at the student's answers on the test paper.
 - 4) Use of Other Students to Take Tests: 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.
 - 5) Misrepresenting the Need to Delay the Test: Presenting false or incomplete information to postpone or avoid taking a test. For example, a student cheats 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 that they were unprepared for the test.
- II) Papers (includes papers, essays, lab projects, and other similar academic work):
 - 1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing or artificial intelligence service, or allowing another student to copy a paper without the specific knowledge and permission of the instructor.
 - 2) 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.
 - 3) 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 cheats if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially rewritten by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - 4) 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.
 - 5) Misrepresenting the Need to Delay Paper: Presenting false or incomplete information to postpone or avoid turning in a paper when due. For example, a student cheats 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 that the student had not finished the paper.

III) 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.

- b) "Plagiarism" means taking and presenting as one's own a material portion of the ideas or words of another or presenting 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:

- I) 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 the use of outside sources. To avoid plagiarism, students must either place the work in quotations or provide a citation to an outside source.
- II) 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 using purchased research papers or another student's paper.
- c) "Contributing" to academic integrity violations means participating or assisting another in cheating or plagiarism. It includes, but is not limited to, allowing another student to look at your test answers, copy your papers or lab projects, and failing to report a known act of cheating or plagiarism to the instructor or administration.

3) Sanctions

The following sanctions will occur for academic integrity offenses:

- a) Academic Sanction. The instructor will refuse to accept the student's work in which cheating or plagiarism took place and assign a grade of "F" or zero for the work. The teacher may allow the student to complete a test or project in place of the work within such time, and under the conditions the instructor determines to be appropriate. If the student completes the replacement test or project at a level that meets or exceeds the minimum performance standards, the instructor will assign a grade that the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
- b) 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 guardians.
- c) 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 a 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.

Any individual found cheating in any form may be given a '0' for that assignment. Additional infractions may result in a '0' for the assignment as well as other discipline deemed reasonable, such as but not limited to loss of credit or dismissal from the class. Copying other students' assignments would carry the same consequence. Texting, emailing, or other forms of electronic information transfer to another student are also considered cheating.

Section 19 Part-Time Students

Part-time students are those taking fewer than 8 courses at Perkins County Schools. Part-time students will be limited in what they are eligible to receive recognition for and participate in, including but not limited to the following:

- Not eligible for NHS
- Not eligible for Honor Grad status
- Not eligible for class rank
- Not eligible for Graduation
- Part-time/home school students may receive homeschool credit if they have been enrolled in an accredited program and can and do provide an official transcript to PCS

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education refers to specially designed instruction and related services tailored to the needs of an eligible student with a disability. It is provided at no cost to the parent to meet the unique needs of the child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury, or visual impairments, who, because of these impairment,s needs special education and related services.

How are Students with Disabilities Identified?

Teachers or parents make referrals to a Student Assistance Team. If the student assistance team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to determine whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with the written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, they have the right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

The IEP team will reevaluate students identified for special education at least every three (3) years. The team will review existing evaluation data on the student and identify what additional data, if any, are needed. The school district will obtain parental consent before reevaluating a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed, specifying programs and services that the schools will provide. Parental consent will be obtained before a student is placed in a program providing special education and related services or early intervention services for the first time. Once in place, the IEP is reviewed annually or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program depends on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes using supplementary aids and services cannot be achieved satisfactorily. The IEP team will determine a student's educational placement.

Written notice shall be given to parents a reasonable time before the school district:

1. Proposes to initiate or change the identification, evaluation, verification, or educational placement of a child or the provision of a free, appropriate public education.
2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free, appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55, and more information about special education are also available at the Nebraska Department of Education's website: <https://www.education.ne.gov/sped/>

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

- 1) Have your child take part in and receive benefits from public education programs without discrimination because of your child's disability.
- 2) Have the school district advise you of your rights under federal law.
- 3) Receive notice with respect to the identification, evaluation, or placement of your child.
- 4) Have your child receive a free, appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- 5) Have your child receive services and be educated in facilities that are comparable to those provided to students without disabilities.
- 6) Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
- 7) Have evaluation, eligibility, educational, and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
- 8) Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
- 9) Ensure your child has an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
- 10) Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as those provided to students without a disability unless the fee effectively denies you access to the records.

- 11) Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
- 12) Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time and advise you of the right to a hearing.
- 13) File a local grievance in accordance with school policy.
- 14) Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with the opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 HAL Qualifications

Perkins County Schools High Ability Learner Program

Nebraska, Rule 3 Definition

"Learner with High Ability means a student who gives 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."

K-12 HAL Philosophy

The goal of the Perkins County Schools HAL Program is to supplement students' academics with additional time devoted to hands-on activities that challenge students to use a wide variety of problem solving and critical thinking skills.

Definition of High Ability Learner

Perkins County Schools seeks to identify students who meet the requirements for HAL as outlined in Nebraska Rule 3. "Learner with High Ability means a student who gives 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."

HAL Program Goals & Objectives

The Perkins County Schools HAL Program aims to supplement students' academics by providing additional time devoted to hands-on activities that challenge students to utilize a wide variety of problem-solving and critical-thinking skills. Additionally, the HAL Coordinator collaborates with our elementary teachers to offer monthly enrichment activities for all students, regardless of their learning abilities.

The program will strive to do the following.

- Identify HAL students in grades 3-12
- Provide additional learning opportunities for HAL students in grades 3-12
- Provide enrichment activities for all students in grades K-12
- Provide educational opportunities that support the unique learning needs of HAL students
- Provide professional development and training to staff members that promote ways to reach and challenge students with high-ability needs
- Follow the identification guidelines as outlined in our district's HAL identification plan
- To meet the HAL students' emotional, social, intellectual, and physical needs

HAL Identification Process & Procedures

To be inclusive of a wide variety of strengths, the Perkins County School District's identification process includes multiple criteria. Students in grades 3-12 are eligible for the district's HAL Program. HAL Identification takes place in the fall of each school year. According to the High Ability Learner Plan, students must meet and maintain three out of five criteria to qualify for the program. The criteria are as follows:

- 1. Exemplary grades that qualify the student to be in the top 10% of his/her class or demonstrate evidence of exceptional potential (e.g., abilities, intelligence, artistic strengths, creativity, leadership).**
- 2. Teacher and/or parent referral in which the scores total 85% or above. If more than one referral is filled out, the average of the scores is used.**
- 3. MAP (Measure of Academic Performance) scores in the 95th percentile or higher in one or more of the following categories: reading, math, language arts, or science.**
- 4. Nebraska Student-Centered Assessment System (NSCAS) scores in the top 90% of the College and Career Readiness score bracket in reading or math, or between 165-200 in science. For identification for their senior year, students' ACT section scores will replace the NSCAS scores. A score between 30 and 36 in reading, English, math, or science qualifies them in this category.**
- 5. Creative/Artistic checklist, completed by a qualified instructor, in which the scores total 85% or above.**

NOTE: These criteria may change due to legal bills or updates to the District's assessment tools. More information will be provided if this occurs.

NOTE: If a student is exceptionally close but just outside the cutoff scores for the above criteria, a panel of multiple educators from all three building levels can collectively use their professional judgment to verify an individual.

Section 4 Guidance Services

Perkins County Jr/Sr High employs counselor(s) to assist with the District's testing program, schedule, discuss problems and resolve conflicts, and assist with post-secondary planning and scholarships. If you wish to see a counselor, contact the main office and arrange an appointment.

Section 5 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness or injury. Conditions requiring a student to be sent home include temperature at or greater than 100°F, vomiting, diarrhea, unexplained rashes, live head lice, or a determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or warrants medical consultation unless the condition resolves.

Please include your emergency daytime phone number on your child's enrollment information so that we can reach you if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible, you should provide medications to your child outside of school hours. If it is necessary for your child to take or have medication available at school, parents/guardians must provide a signed written consent form for the child to receive medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and can self-manage his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in a pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those outlined in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades, are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure in the sixth and ninth grades. Students entering the Student Assistance Process at any grade level and those about whom health concerns are identified to the school nurse may also be screened. Parents who do not wish their child to participate in the school screening program must notify the school health office in writing at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months before entrance into kindergarten and, in the case of transfer from out of state to any other grade. A physical examination is also required before entrance into the seventh grade. The physical examination must be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation must be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic activities.

Immunizations

Students must show proof of immunization. Students who do not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs that preclude immunization must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district utilizes Title 173 of the Nebraska Health and Human Services/Control of Communicable Diseases, Chapter 3 of the Nebraska Administrative Code, as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call.

Summary of the School Immunization Rules and Regulations For 2026-2027 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from a parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from a parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contains Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet: <http://dhhs.ne.gov/Pages/Title-173.aspx> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 5/2015**

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state where your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital appears to be a birth certificate, but it is not a certified copy. A certified copy bears the raised seal of the State of Nebraska and is signed by the Director of Vital Statistics.

If a birth certificate is unavailable, other reliable forms of identification may be used as proof of a student's identity. These documents may include naturalization or immigration records, showing the date of birth, or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

- 1) Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
- 2) Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
- 3) A child who is sent home from school for head lice should miss no more than two (2) school days.
- 4) A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
- 5) A child who returns to class with nits (eggs) will be checked again in 7-10 days.
- 6) Families are encouraged to report head lice to the school health office.
- 7) Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized to manage the condition effectively. For more information, call the nurse at your child's school.

Concussions

The school district will not provide for the presence of a licensed healthcare professional at any practice or game.

School officials shall deem the signature of an individual who represents that they are a licensed healthcare professional on a written clearance to resume participation, provided to the school, to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may require informal or formal accommodations, curriculum modifications, and ongoing monitoring by medical or academic staff until they are fully recovered. The school's "return to learn protocol" shall be guided by the Nebraska Department of Education's document entitled "Bridging the Gap from Concussion to the Classroom," along with its accompanying materials and any future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan

under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Section 6 Transportation Services

Students are provided with transportation to and from school in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

1) General Conduct Rules Apply: While riding school buses, you are expected to follow the same student conduct rules that apply when you are on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

2) Special Conduct Rules for Riding School Buses.

a) Rules for Getting on and Off the Bus

- I) Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, return home immediately and inform your parents so they can get you to school.
- II) While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching it.
- III) You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
- IV) If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

b) Rules on the Bus

- i. Be respectful of the bus driver and immediately follow all directions of the driver and any para-educator or adult on the bus.
- ii. Sit in your seat facing forward. Use seatbelts in vehicles where they are available.
- iii. Talk quietly and use appropriate language.
- iv. Keep all parts of your body inside the bus.
- v. Keep your arms, legs, and belongings to yourself.
- vi. No fighting, harassment, bullying, intimidation, or horseplay.
- vii. Do not throw any objects.
- viii. No eating, drinking, or use of tobacco, alcohol, drugs, or flammables.
- ix. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
- x. Do not damage the school bus.

3) Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus has come to a full stop. If you are close enough, please inform the driver of your needs. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver while the bus is stopped. If you need immediate assistance for an emergency, take all necessary actions to safely obtain the driver's help.

4) Consequences for Rule Violations: Misconduct on a school bus may result in the restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices to ensure compliance with the federal Safe and Drug-Free Schools and Communities Act, as well as all promulgated regulations and rules. The District's safe and drug-free school program is established in accordance with the principles of effectiveness required by law to address such harmful effects. The program's consistent message is that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

Section 2 Education and Prevention

The District promotes comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention programs. The curriculum includes teaching proper and improper drug and alcohol use for all students in all grades. The District provides in-service orientation and training for staff regarding drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student is hereby provided with a copy of the district's standards of conduct for student behavior, which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any school activity.

Drug and Alcohol Education and Prevention Program of the District, Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. Students are provided with an age-appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective of preventing illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation, and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all students upon request from the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug-free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon receiving such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol, and Tobacco

These standards are in addition to the standards of student conduct established elsewhere by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as part of any school activity on or off school premises. Conduct prohibited at places and activities as herein-above described shall include, but not be limited to, the following:

- 1) Possession, use, distribution, or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
- 2) Possession of any prescription drug in an unlawful fashion.

- 3) Possession, use, distribution, or being under the influence of alcohol.
- 4) Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes, including vaping devices.
- 5) Possession, use, or distribution of any look-alike drug or look-alike-controlled substance when such activity constitutes a substantial interference with school purposes, including vaping devices.
- 6) Possession, use, or distribution of any tobacco product.

Disciplinary Sanctions

Violating any of the above-prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including expulsion and referral to the appropriate authorities for criminal prosecution. Students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated, and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. Emergency medical services will be contacted if there is imminent danger to the student, other students, school personnel, or students involved.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

The administration is authorized to adopt such administrative rules, regulations, or practices necessary to properly implement this policy. Such regulations, rules, or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations, and practices may include administrative forms, such as checklists, which staff are to use to record observed behavior and determine the proper plan of action.

Article 8 - Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere conducive to learning, promote student development, further the school's purposes, and prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 Forms of School Discipline

- 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 (5) 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

- b) Other violations of rules and standards of behavior adopted by the Perkins County Schools Board of Education or the school's administrative or teaching staff occur on or off school grounds, where such conduct interferes with school purposes or has a nexus with the school.

The following process will apply to short-term suspensions:

- a) The Principal or the Principal's designee will reasonably investigate the facts and circumstances. A short-term suspension will be imposed upon a determination that it is necessary to help any student, further school purposes, or prevent interference with school purposes.
 - b) Before the commencement of the short-term suspension, the student will be given oral and written notice of the charges against the student. The student will be advised of the allegations against them, provided with an explanation of the authorities' evidence, and allowed to present their 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) The student and the student's parent or guardian will have the opportunity to meet with the Principal or administrator ordering the short-term suspension before or upon the student's return to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.
 - e) A student on a short-term suspension is not permitted 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 more than five (5) school days but less than twenty (20) school days. A student on long-term suspension shall not be permitted on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardians 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 outlined 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 (a) the misconduct occurred within ten (10) school days before the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days before 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 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. The school district may modify or terminate such action at any time during the expulsion period.
 - 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. The suspension pending hearing may be imposed 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. By law, 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.
 - d) Alternative Education. Students who are expelled may be offered an alternative education program that allows them to continue their 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 the 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 (1) 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 must sign a discipline agreement.
 - f) Students Subject to Juvenile or Court Probation. Before the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, 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 conditions, the student may be permitted to return to school. The student may, with proper consent, be evaluated by the school upon return for possible disabilities and may be referred for evaluation to determine 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 take actions regarding student behavior, other than removing students from school, that 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. Failure to serve the assigned discipline as directed will serve as grounds for further discipline, up to and including expulsion from school.

Section 3 Student Conduct Expectations

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

1) Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion, or Mandatory Reassignment

The Board of Education has determined that the following conduct has 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, mandatory

reassignment, and 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.

- a) Willfully disobeying any reasonable written or oral request of a school staff member or voicing disrespect to those in authority.
- b) 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.
- c) Willfully causing or attempting to cause substantial property damage, 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.
- d) Violating the district's computer acceptable computer use policy is subject to discipline, up to and including expulsion.
- e) 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.
- f) 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.
- g) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon, or bringing or possessing any explosive device, including fireworks.
- h) Using any object to simulate possession of a weapon.
- i) Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, drug paraphernalia, an electronic nicotine delivery system, controlled substance, a tobacco imitation 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. The use of a controlled substance in the manner prescribed 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 because of the abuse of any material used as a stimulant.
- j) Public indecency or sexual conduct.
- k) 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.
- l) 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.

- m) Engaging in any activity forbidden by law that constitutes a danger to other students or interferes with school purposes. This conduct may result in expulsion, regardless of the time or location of the offense, if it creates or has the potential to create substantial interference with school purposes, such as using the telephone or internet off-school grounds to threaten or harass other students.
- n) Repeated violation of any rules established by the school district or school officials, if such violations substantially interfere with school purposes.
- o) Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
- p) 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 on race, gender, disability, national origin, or religion.
- q) Dressing or grooming in a manner that 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.
- r) Willfully violating the behavioral expectations of those students riding Public School buses.
- s) 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. 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:
 - I) 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
 - II) The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
- t) Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, 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 (1) 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 (1) year expulsion requirement on a case-by-case basis, provided 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:

- I) Prior written permission to bring a firearm or other dangerous weapon to school must be obtained from the student's teacher, building administrator, and parent.
- II) The purpose of having a firearm or other dangerous weapon in school is for a legitimate educational function.

- III) A plan for the transportation of the item into and out of the school, its storage while in the school building, and its display must be developed with prior written approval from the teacher and building administrator. Such a plan shall require that such items will always be in the possession of an adult staff member, except for the limited time necessary to fulfill the educational function.
- IV) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds

2) 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.

- a) **Student Appearance:** Students at Perkins County Jr/Sr High 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. Shoes and shirts must always be worn to comply with federal health guidelines. Any dress and or accessories that disrupt classes or interfere with the smooth operation of the classroom and/or school shall be prohibited. Following is a list of examples of attire that will not be considered appropriate. Such a list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - I) Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, tank tops) 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 to be revealing or drag on the ground.
 - II) Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - III) Clothing or jewelry that advertises or promotes (but is not limited to) beer, alcohol, tobacco, or illegal drugs.
 - IV) Clothing or jewelry that could be used as a weapon (chains, spiked apparel), that would encourage "horseplay", or that would damage property (e.g., cleats).
 - V) Headwear, including hats, caps, bandannas, and scarves.
 - VI) Clothing or jewelry that exhibits nudity, makes sexual references, or carries a lewd, indecent, or vulgar double meaning.
 - VII) Clothing or jewelry that is gang-related

Consideration will be given to students who wear special clothing as required by their religious beliefs, disability, or to convey a particular message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. 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.

Coaches, sponsors, or teachers may have additional requirements for students in special lab classes, students participating in performing groups, or students representing the school in an extracurricular activity program.

Common sense and discretion are invaluable when determining what is appropriate and what is not. Students will be asked to correct inappropriate attire. Repeated violations will be treated as insubordination. All staff members have the discretion to send students they believe to be in violation

of the dress code to the office. Administrative staff will have the final authority to determine the appropriateness of student attire.

For a first offense of the dress code, the student may call home to obtain proper attire. If clothes cannot be brought to school, the student may be suspended for the remainder of the day. Continued dress code violations may result in more stringent disciplinary actions, up to and including expulsion. Furthermore, if the dress code violation is determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and similar offenses), a first offense of the dress code may result in more stringent discipline, up to and including expulsion.

The administration makes the final decision regarding the appropriate style of chains and all wearing apparel. Accessories, such as bracelets, armbands, and jewelry, must be school-appropriate.

b) Electronic Devices

I) Philosophy and Purpose. Perkins County Jr/Sr High strongly discourages students from bringing and/or using electronic devices at school. Electronic devices can be disruptive to the educational process and are frequently lost or stolen. To maintain a secure and orderly learning environment and 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, as well as procedures to address student misuse of these devices.

II) Definitions.

- a) "Electronic devices" include, but are not limited to, cell phones, MP3 players, iPods, portable game consoles, cameras, smart watches, and other electronic or battery-powered instruments that transmit voice, text, or data from one person to another.
- b) "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 such person has given consent to the 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, provocation, or to request or arrange a sexual encounter.

III) Possession and Use of Electronic Devices.

- a) Students are not permitted to possess or use any electronic devices during class or during passing time except as provided by this policy. Cell phone usage, including voice usage, digital imaging, and text messaging, is strictly prohibited during class. Students are allowed to have cell phones in the building. The students may also use them during passing periods at their lockers. Students are not to take electronic devices into the bathrooms or locker rooms. A cell phone confiscated in the classroom, hallway, or at any time when it should be in the locker will be held until the end of the day, and the student will receive a detention. The detention will be served that day after school if the principal is available. If not, arrangements will be made to serve the time. Three violations in a school year will result in the student being prohibited from bringing a phone into the building. Further disciplinary action will result if the student continues to bring a cell phone. Calls can be made during the school day on the student's cell phone in the main office, provided a pass is obtained from the classroom teacher and permission is granted by the office staff.

- b) Students are permitted to possess and use electronic devices before school hours, at lunchtime, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (4)(a)). 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 that further restrictions are appropriate. An announcement will be made in the event of such a change in permitted use.
- c) Electronic devices may be used during class when specifically approved by the teacher or a school administrator, in conjunction with appropriate and authorized class or school activities or events (e.g., student use of a camera during a photography class or a laptop computer for a class presentation). Headphones or earbuds may be used as directed by the teacher during independent work time.
- d) 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).

IV) Violations

- a) Prohibited Use of Electronic Devices: Students shall not use electronic devices for (a) activities that 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 misconduct will be treated as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- b) 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, it shall be taken to the school's main office or the Principal's 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 relinquishing the electronic device to the school administration and a conference between the student and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student personally comes to the principal's office or main office to retrieve it.
 - (ii) Second Violation: Depending on the nature of the violation and the imposition of other appropriate disciplinary actions, consequences, at a minimum, may include relinquishment of the electronic device to the school administration and a conference between the student and their parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student's parent or guardian personally comes to the school's main office to retrieve it.

(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 may be retained by the school administration until the student's parent or guardian personally comes to the school's main office to retrieve it. The student will be required to check in their phone to the main office for the remainder of the school year.

V) Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are required to report the matter to a school administrator and then delete the message from their electronic devices. Students shall not participate in sexting or have any "sexting" message on their electronic devices, regardless of when the message was received, 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:

- a) Students found in possession of a "sexting" message may be subject to a minimum of one (1) day suspension from school.
- b) Students who send or encourage another to send a "sexting" message may be suspended from school for five (5) days.

VI) 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.

VII) 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 financially or otherwise responsible 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.

- c) **Harassment and Bullying Policy:** One of the primary missions of Perkins County Jr/Sr High is to provide a safe and secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group, acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g., teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing, or destroying others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment are violations of student conduct rules, and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done based on gender, disability, race, or other protected status, it is considered a very

serious offense for which expulsion may be a likely consequence, depending on the severity of the conduct.

Students who are victims of bullying or harassment, or who observe such behavior, are to promptly report the problem to their teacher or the Principal so that the issue can be addressed. Students who report bullying activity will not be retaliated against for making the report.

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

“Bullying” means 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 his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should report the incident immediately to a teacher or the building principal.

d) **Dating Violence**

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

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

e) **Inappropriate Public Displays of Affection (IPDA)**: Students are prohibited from engaging 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 embarrassing or distracting to others. Students will face the following consequences for IPDA:

- I) 1st Offense: The student will be confronted and directed to cease.
- II) 2nd Offense: The student will be confronted, directed to cease, and their parents will be notified.
- III) 3rd Offense: The student may be suspended from school for a minimum of one (1) day. The parents and student will need to meet with the Administrator(s) and/or counselor.
- IV) 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 event of repeated violations, may lead to discipline up to and including expulsion.

Pass - Students must complete a SmartPass when not in class during class time. Students are to use the pass only for the purpose for which it was requested. For example, if given permission to use the restroom, the student must promptly proceed to and use the nearest restroom, and then promptly return to class.

Food/Drink – Outside beverages and snacks are permitted in your locker for consumption during class periods. Food, gum, and hard candy are permitted with the individual teacher’s approval. Students

may bring a water bottle to school during the day, but it must contain only water. Students are expected to clean up after themselves.

Class preparedness—Students are expected to bring all books and necessary materials to class, including study halls. They will be in their seats and ready for class when the tardy bell rings.

Assignments - Assignments for all classes are due as assigned by the teacher.

Class Dismissal—The teacher ends the class. Students are not to begin packing up or leaving the class until the dismissal bell has rung or the teacher has dismissed them. Electives/special classes—Special classes, such as Industrial Technology, Art, P.E., and computer courses, will have additional safety or clean-up rules that the teacher will explain to students and that must be followed.

Nuisance Items—Students should not bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and would cause a distraction to the student or others. Items considered a nuisance or distraction, such as a laser light pen, noise makers, or other items as deemed by the administration that detract from the educational process or school mission, are strictly prohibited, will be confiscated, and may or may not be returned to a parent or guardian.

Snow - Snow handling is prohibited.

Meetings - There shall be no meetings in the high school unless they have been properly scheduled with the Principal, Activities Director, and sponsor. Sponsors must be present and involved with the planning of these meetings. Class meetings before and after school are encouraged. Noon meetings are acceptable if cleared with the administration.

Backpacks - Backpacks are allowed in the building but not in the classroom due to the potential for excessive clutter and hazards in the event of an emergency. They must be placed in the locker before attending classes. Students are issued lockers to store their belongings; therefore, it is not necessary for them to carry materials from several classes with them. The administration will determine what constitutes a backpack.

Parking - Student parking should be on the oiled streets east of the high school and the adjacent curbed area south of the school building. The school owns the two parking lots east of the school, and students are encouraged to park there. Please note that parking is not permitted in the faculty stalls in the south lot or the yellow-marked areas in front of the school. Correct parking procedures should be used. Please do not park in front of any home driveway. No parking in handicapped zones. To comply with state law, pupils driving cars on school permits must drive directly to and from school and to and from school activities. The administration reserves the right to deny parking privileges to students who abuse them.

Skip Day - There will be no ‘Sneak Day’ for any student, school group, or school organization. Any student involved in such activities will be considered truant and will be required to make up missed school time in accordance with established procedures.

Study Hall - A study period is conducted for students who qualify for a study hall. A small number of regulations or policies are necessary in study halls to avoid confusion and to create an atmosphere conducive to a fair and equitable situation for all students involved.

g) **Network, E-Mail, Internet, and Other Computer Use Rules:**

l) **General Rules:**

- a) The network is provided to staff and students for conducting research and communicating with others. Access to network services is granted to staff and students who have agreed to act responsibly. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- b) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving the network. Users will comply with district rules and honor the agreements they have signed. Beyond clarifying such rules, the district is not responsible for restricting, monitoring, editing, or controlling the

information, equipment, or communications of individuals utilizing the network or the end product or result of such utilization.

- c) Network storage areas shall be treated like school lockers for students. Network administrators may review staff and students' files, information, equipment, messages, and communications to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored, used, or retained on the network, district servers, or in computers will be private. No reasonable expectation of privacy shall exist in relation to network use.
- d) Users should not expect, and the district does not warrant, any information or products obtained from the network, as files or information stored, obtained, or used on the network will be private. Using the network waives and relinquishes all such privacy rights, interests, or claims to confidentiality that the user may have under state or federal law.
- e) The district will not be liable for, and does not warrant, any purchases made by users over the network. Users shall not make purchases of goods and/or services via the district's network.

II) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for the acceptable use of computers and the network, including the Internet, shall apply to all district administrators, faculty, staff, and students. The term "Users," as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment. The same shall also be under the direct supervision of the site or building administrator, also known as a "network administrator."

- a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs, or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for all damages to the computer, information, files, programs, or disks.
- b) Users shall not let other persons use their name, account, log-on password, or files for any reason (except authorized staff members).
- c) Users shall not use or try to discover another user's account or password.
- d) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., playing games or engaging in activities for personal profit).
- e) Users shall not use the computer for unlawful purposes, such as illegally copying or installing unauthorized software.
- f) Users shall not copy, change, or transfer any software or documentation provided by teachers or other students without permission from the network administrators.
- g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software, or information designed to self-replicate, damage, or otherwise hinder the network's performance or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- i) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to do so. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs, or disks.

- j) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator. Users shall not deface or alter the appearance of the computer or bags.
 - k) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without the written permission of the network administrator.
- III) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet, and other online services. Breaches can result in harsh criticism from others. These rules of behavior include (but are not limited to) the following:
- a) Be polite. Do not become abusive in your messages to others.
 - b) Use appropriate language. Do not swear or use vulgarities or inappropriate language in messages, information, or images.
 - c) Do not reveal your personal account, address, phone number, or that of other students or colleagues.
 - d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages that violate the rules will result in disciplinary action.
 - e) All communications and information accessible via the network should be assumed to be private property of others.
 - f) Do not place unlawful information on any network system.
 - g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - h) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - i) Network administrators or teachers may establish additional rules from time to time.
- IV) Computer Network Use by Students
- a) Education About Appropriate Online Behavior
 - (i) School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
 - b) Staff will specifically educate students on
 - (i) Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - (ii) Cyberbullying awareness and response.
 - c) The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction that occurs in compliance with this policy
- V) Penalties for Violation of Rules: All policies, rules, and procedures governing the acceptable use of computers and the network are designed to ensure the reliability of the computers and network for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. The use of computers and access to telecommunications resources are privileges, not rights. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to and including loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

VI) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement before using such equipment.

f) Risks of Facebook and Other Social Media:

This message aims to provide our students with information about the risks associated with using Facebook and other social media sites.

These sites are public sources of information. School administrators, parents, and law enforcement personnel may have access to this information. It is also accessible to people you don't even know now but may later want to impress, such as university admissions, scholarship officials, and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now on social networks may affect you years later.

What you say now on social networks may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may lead to suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social networks.

Here are some common-sense guidelines that you should follow when using social networks and the Internet in general:

- I) Remember that your profile and social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screen name, or specific whereabouts).
- II) Avoid posting anything that would make it easy for a stranger to find you, such as your daily hangouts after school.
- III) People aren't always who they claim to be. Be careful about adding strangers to your friends list. It's fun to connect with new social network friends from all over the world, but avoid meeting people in person whom you do not fully know.
- IV) Harassment, hate speech, and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk to a trusted adult or report it to the relevant social networks or authorities.
- V) Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

We urge all students to follow these commonsense guidelines.

Section 4 Reporting Student Law Violations:

- 1) Students' cases of law violations or suspected law violations will be reported to the police and to their parents or guardians 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) to remove the minor from the school premises, the Principal or other school official will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event, the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Reporting Requirement to Law Enforcement

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

- a) The violation includes possession of a firearm.
- b) The violation results in child abuse.
- c) It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district.
- d) It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students.
- e) It violates the Nebraska Criminal Code that interferes with school purposes.

Section 5 Protection of Student Rights

The Board of Education respects the rights of parents and their children. It has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: January to May of the current school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing several topics. If you wish to review this questionnaire before the exam is administered, please submit a written request to the superintendent.

Article 9 - State and Federal Programs

Section 1 Notice of Nondiscrimination

Perkins County School does not discriminate based on race, color, national origin, sex, disability, religion, age, pregnancy, childbirth, or related medical conditions, or other protected status in admission, access to its facilities or programs, or activities, treatment, or employment.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at http://www.ascr.usda.gov/complaint_billing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

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

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

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

The Coordinator may be contacted at the Office of the Superintendent, 740 Sherman Ave., Grant, Nebraska 69140, telephone number 308-352-4735

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug-free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Perkins County Schools hereby provide this statement of compliance and intent to comply with all applicable state and federal laws prohibiting discrimination or harassment, as well as those requiring accommodations. This school district intends to take necessary measures to ensure compliance with such laws against any prohibited form of discrimination or harassment that requires accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Perkins County Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students, or other persons is prohibited. In addition, Perkins County Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Federal regulations define age harassment (for individuals 40 years of age and older) as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.

Federal and state regulations define sexual harassment as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom, or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities.

Submission to or rejection of such conduct is used or threatened as a basis for employment-related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments, or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom, or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable presenting the problem to their supervisor or teacher, or if the supervisor or teacher is the source of the problem, the employee or student is encouraged to escalate the issue to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, if the discrimination or harassment continues, or if, as a student, you feel you need immediate help for any reason, please report your complaint to the Superintendent of Perkins County Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher, or Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolving the problem. Based on the investigation's

results, appropriate corrective action, up to and including the discharge of offending employees and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted against an employee or student for alleging in good faith a violation of this policy.

Section 4 Multicultural Policy

The philosophy of the District's multicultural education program is that students will have an improved ability to function as productive members of society when provided with (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, as well as harassment of others, based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following describes the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- 1) Have your child participate in and receive benefits from public education programs without discrimination because of his/her disability.
- 2) Have the school district advise you of your rights under federal law.
- 3) Receive notice with respect to the identification, evaluation, or placement of your child.
- 4) Have your child receive a free, appropriate public education.
- 5) Have your child receive services and be educated in facilities that are comparable to those provided to every student.
- 6) Have evaluation, educational, and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
- 7) Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- 8) Ensure your child has an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- 9) Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
- 10) Request mediation or an impartial due process hearing regarding decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
- 11) File a local grievance.

Section 6 Communication with the Public about Reported Threats - (Threat Assessment Team)

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

Section 7 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit a written request to the school principal (or an appropriate school official) that identifies the record(s) they wish to inspect. The principal will make access arrangements and notify the parent or eligible student of when and where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may request that the School District amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if he or she needs to review an education record to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

- 1) Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address, and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student.
- 2) School and dates of attendance.
- 3) Student's current grade.
- 4) Student's enrollment status (e.g., full-time or part-time).
- 5) Student's date of birth and place of birth.
- 6) Student's extra-curricular participation.
- 7) Student's achievement awards or honors.
- 8) Student's weight and height if they are a member of an athletic team.
- 9) Student's photograph.
- 10) School or school district the student attended before he or she enrolled in Perkins County Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student may refuse to allow the District to designate information about the student as directory information. The period of time within which a parent or eligible student must notify the District in writing that they do not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is to keep education records confidential, except as permitted by the FERPA law. The District does not approve any practice that involves unauthorized disclosure of education records. In some courses, student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District neither approves nor disapproves of such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given without such a notification from the parent or eligible student.

Non-Directory Information

All other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two

circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without the need for consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with state law, which requires all third-year high school students to take a college entrance exam. The agreement between the Nebraska Department of Education and the third-party testing company shall govern any redisclosure of information related to the administration of this exam.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Perkins County Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 8 Notice Concerning Disclosure of Student Recruiting Information

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who *OBJECT* to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the categories of directory information that the parents do not wish to have released about their child, or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district by the first full week of school.

Section 9 Notice Concerning Staff Qualifications

Federal regulations give parents or guardians the right to obtain information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

- 1) Whether the teacher has met the State's qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under an emergency or provisional teaching certificate.

- 3) The baccalaureate degree major of the teacher. You may also obtain information about other graduate certifications or degrees held by the teacher, as well as the field of discipline associated with the certification or degree. We will also, upon request, inform parents/guardians whether their child is receiving services from a paraprofessional and, if so, provide the paraprofessional's qualifications. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 10 Student Privacy Protection Policy

It is the policy of Perkins County Schools to develop and implement policies that protect the privacy of students in accordance with applicable laws and regulations. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy regarding Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see the section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures outlined in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional materials used as part of their child's educational curriculum. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. If the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent at reasonable times and places that do not interfere with the educator's intended use of the materials. In the event there is a question regarding the nature of the requested curriculum materials or whether they are required to be provided, the building principal shall notify the parent of this concern and assist the parent in forming a request that can reasonably be accommodated. If the parent does not submit such a request and continues to desire specific curriculum materials, the parent shall be asked to submit their request to the Superintendent.

Rights of Parents to be Notified of and to Opt Out of Certain Physical Examinations or Screenings. The general policy and practice of the District are not to administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by applicable State law; and (3) surveys administered to students in accordance with the

Individuals with Disabilities Education Act. For physical examinations or screenings that do not fall under the applicable exceptions, the District will follow the procedures outlined in the section entitled “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is not to engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student, including a student's or parent's first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data to secure such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable timeframe after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for collecting, disclosing, or using personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent to determine whether the action shall be allowed to continue. If not, the instrument for collecting personal information shall not be given to any students. If it is to be allowed, such an instrument shall be provided to the requesting parent as soon as such an instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy, as well as other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information. (Note: the general practice of the District is not to engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information.)

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students.

(Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

The notice and opt-out right shall belong to a student of an appropriate age (that is, a student who has reached the age of 18 or a legally emancipated student).

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

- 1) Political affiliations or beliefs of the student or the student’s parent.
- 2) Mental or psychological problems of the student or the student’s parent.
- 3) Sex behavior or attitudes.
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior.
- 5) Critical appraisals of other individuals with whom the student has close family relationships.
- 6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- 7) Religious practices, affiliations, or beliefs of the students or the students’ parent.
- 8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 11 Parental Involvement Policies

1) General - Parental/Community Involvement in Schools:

Perkins County Schools welcomes parental involvement in their children's education. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in the primary language of the parents, parental information about and involvement in the education of their children. Policies and regulations are established to protect the emotional, physical, and social well-being of all students.

- a) Parental involvement is an integral part of the ongoing and timely planning, review, and improvement of district and building programs.
- b) Parents are encouraged to support the implementation of district policies and regulations.

- c) Parents are encouraged to monitor their students' progress by reviewing quarterly report cards and attending parent-teacher conferences.
- d) Textbooks, tests, and other curriculum materials used in the district are available for review by parents upon request.
- e) Parents are provided access to their children's records in accordance with law and school policy.
- f) Parents are encouraged to attend courses, assemblies, counseling sessions, and other instructional activities with the prior approval of the proper teacher or counselor or administrator. Parents' continued attendance at such activities will be based on the student's well-being.
- g) Testing occurs in this school district as determined to be appropriate by district staff to ensure proper measurement of educational progress and achievement.
- h) Parents submitting written requests to have their student excused from testing, classroom instruction, and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time before the testing, classroom instruction, or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative must be approved by the proper teacher and administrator before, or as part of, granting any parent request.
- i) Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified in advance of the administration of surveys, in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before administering the survey.
- j) Parents are invited to express their concerns, share their ideas, and advocate for their children's education with board members, administrators, and staff.
- k) School district staff and parents will participate in an annual evaluation and, if needed, revision of the content and effectiveness of the parental involvement policy.

The school district acknowledges the distinct needs of students receiving services through its Title I program and the significance of parent and family engagement in this program. Parent and family engagement in the Title I Program shall include, but is not limited to:

- a) An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based on need and interest for such meetings.
- b) An explanation of the details for the child's and parents' participation, including but not limited to curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
- c) Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
- d) The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, who are economically disadvantaged, are of a racial or minority background, or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

- e) Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
- f) The district will coordinate and integrate parental involvement programs and activities with other community programs. This may include cooperation with other community programs, such as Head Start and preschools and other community services, such as the public library.
- g) The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents, on the value and utility of parents' contributions and on how to reach out to, communicate with, and work with them as equal partners.

2) Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The policy applies to parents of all children. This Title I Parental Involvement Policy does not replace the existing policy and shall continue to apply to all parents, including those participating in Title I programs.

The district's policy is to implement programs, activities, and procedures that encourage parents to participate in Title I programs in a manner consistent with Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with the parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- a) Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- b) Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- c) Building the schools' and parents' capacity for strong parental involvement.
- d) Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
- e) Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
- f) Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

- a) Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program, and to explain the requirements of the Title I program.

- b) Offer a flexible schedule of meetings, such as morning or evening sessions. If sufficient funds are provided for this purpose, the District may assist with parental involvement in such meetings by offering transportation, childcare, or home visits.
- c) Involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs.
- d) Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- e) If the District operates a school-wide program under Title I and the parents of participating children do not find the plan satisfactory, submit any parental comments on the plan when the school makes it available to the District.

Shared Responsibilities for High School Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the

extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In implementing the parental involvement activities outlined in this Title I Parental Involvement policy, the District shall provide full opportunities for participation by parents with limited English proficiency, parents with disabilities, and parents of migratory children. This includes providing information and school reports required under Title I in a format and, to the extent practicable, in a language that parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, distributed to parents of participating children, made available to the local community, and updated periodically to meet the changing needs of the parents and the school.

Section 12 Homeless Students Policy

Homeless children, for purposes of this Policy, generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District based on their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for providing education and related services to homeless children. The Homeless Coordinator may designate duties under this section as they determine to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with the law and be provided services comparable to services offered to other students in the school where the

homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests and shall be at either (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

- a) The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian, or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought.
- b) The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered.
- c) And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian, or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining the necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend Perkins County Schools based on it being the school of origin, the new school and Perkins County Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 13 Breakfast and Lunch Programs

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program, or Special Milk Program must include the nondiscrimination statement

in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's website if school meal information is available.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

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

If the material is too small to include the full statement, it will at least include this statement in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers, and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
 - **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
 - **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority CIVIL RIGHTS (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed and to indicate the possibility of a violation. Anonymous complaints will be handled in the same manner as any other complaint.
 - **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
 - 1) Name, address, telephone number, or other means of contacting the complainant.
 - 2) The specific location and name of the entity delivering the program service or benefit.
 - 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor

4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability).

5) The names, titles, and addresses of persons who may have knowledge of the discriminatory action(s).

6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

5. Train staff on civil rights annually. Specific subject areas to include:

- **COLLECTING AND USING DATA:** Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in a restricted-access area and retained for a minimum of three years.
- **EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed, and convey equal opportunity in all photos and other graphics on websites, publications, etc.
- **COMPLAINT PROCEDURES:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be informed of their right to file a complaint, the process for filing a complaint, and the procedures for handling complaints. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
- **COMPLIANCE REVIEW TECHNIQUES:** Ensure civil rights requirements are being followed during the review process.
- **RESOLUTION OF NON-COMPLIANCE:** Inappropriate actions must cease. A corrective action plan is required, and appropriate procedures must be implemented.
- **REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES:** Entrances and exits must be provided for the disabled. Braille signage and alternative service arrangements must be available when needed.
- **REQUIREMENTS FOR LANGUAGE ASSISTANT:** Bilingual personnel and materials must be provided depending on need, resources available, and cost.
- **CONFLICT RESOLUTION:** Use alternative dispute resolution techniques when necessary. Treat others with respect.
- **CUSTOMER SERVICE:** “Treat others the way they want to be treated (or at least be aware of what that is).”

6. Attach documentation of annual training, including date and attendance roster.

Section 14 Title IX

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district’s programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district’s Title IX Coordinator whose contact information can be found on the district’s website and in the district’s student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator, Ben Jones at ben.jones@perkinscountyschools.org.

Adopted: 8-11-20

Revised: 7-14-26

Reviewed: 7-14-26

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

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

_____.
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

Parent/Guardian

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

**RECEIPT OF 2026-2027 STUDENT - PARENT HANDBOOK
OF Perkins County Jr/Sr High School**

This signed receipt acknowledges receipt of the 2026-2027 Student-Parent Handbook of Perkins County Jr/Sr High School. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as a student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:

Perkins County Jr/Sr High School

AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of Perkins County Schools is available on the Internet at <http://www.perkinscountyschools.org/>.

Because printing the handbooks is expensive, we are asking that you consider using the Internet to access and review the 2026-2027 Student Parent Handbook. This will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 17, 2026**. This will allow us time to distribute the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies than necessary.

Thank you for providing the 2026-2027 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.

I prefer a paper copy of the Handbook.

Name

Perkins County Schools

Activities Handbook

2026-27

Superintendent: Ben Jones

High School/Junior High Principal: Tara Sudbeck

Activities Director: Shawn Cole

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

Name: Ben Jones

Title: Superintendent and Title IX Coordinator

Address: 740 Sherman Ave. Grant, NE 69140

Telephone: 308-352-4735

E-mail: ben.jonres@perkinscountyschools.org

<https://www.perkinscountyschools.org/page/board-policies>

Please review the school district policy for additional prohibited discrimination and related information.

Mascot

The official emblem for boys' and girls' athletic teams is the PC emblem and LeRoy mascot. The symbol associated with Perkins County Schools and the mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Section 1

Extracurricular Activity Philosophy:

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally, and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community, and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety:

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents:

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment, and strict observance of the rules, injuries are still a possibility.

Section 2

Extracurricular Activity Code of Conduct:

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

Scope of the Code of Conduct:

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities are student activities or organizations that are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, Pep Band, vocal, band, speech and drama, One-Act, Spanish Club, Art Club, Student Council, Mock Trial, Science Club, National Honor Society, FFA and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant is a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct that occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sports season established by the NSAA and extends to the last day of the spring sports season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline:

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

- Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial property damage, stealing or attempting to steal property, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including a 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 another person shall not constitute a violation.
- Threatening or intimidating any student for, or with the intent of, obtaining money or anything of value from a student or making a threat that causes or may be expected to disrupt school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
- Selling, using, possessing, or dispensing alcohol, tobacco, narcotics, drugs, a 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. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
- Public indecency.
- Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
- 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;
- Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
- Repeated violation of any of the school rules.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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 on race, gender, national origin, or religion.

- Dressing or grooming in a manner that is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- Willfully violating the behavioral expectations for those students riding Perkins County Public School buses or vehicles used for activity purposes.
- Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
- Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
- Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor before any missed practice or meeting.
- All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards before the violation of the rule or regulation.
- Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
- Receipt of a criminal citation by law enforcement for any reason.
- Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Section 3:

Academic Eligibility:

Purpose: To make the students aware that with responsibility comes the price of greatness in the classroom. While activities are extremely important to both the students and the school, the major purpose of the students should be to obtain an academic education. To have an eligibility policy that will attempt to keep the students in school on a long-term basis and not just until the end of the semester. To have a regulation that is reasonable to implement. To have a policy that is fair and attempts to retain the students rather than force them out.

ELIGIBILITY:

Eligibility will be determined weekly. If a student is determined to be ineligible, they will not be allowed to participate in any public performance or competition for the entire week. All students/parents will be given notice using the "Progress Reports" when the student is failing a class.

- Beginning the fourth week of the semester, grade reports will be run on Monday morning at 8 AM, and an ineligible list will be sent out to coaches and sponsors.
- Any student failing two or more classes will be listed on the ineligible list, and students and parents will be notified of this status.
- Students will be given one "Grace" week per semester. This will be the first time that their name appears on the ineligible list. Students will still be able to participate in competitions and performances for this week.
- If a student fails two or more classes on a grade report again at any point during the semester, they will be ruled ineligible and not allowed to participate in any performances or competitions until their name is no longer on the ineligible list.
- Students who are failing two or more classes can attend 9th Hour. They will be able to attend practices after the completion of 9th hour.
- Students who are on the ineligible list will not be allowed to leave campus for lunch.

Students earn credits each semester with the intent of acquiring a minimum of 270 by the end of their Senior year. Failure to meet the following minimum standards for each year may result in the student not being eligible for various grade-level activities, such as Prom, class field trips, class elections, and homecoming royalty.

- Sophomore status equals 70 credits at the beginning of the school year
- Junior status equals 140 credits at the beginning of the school year
- Senior status equals 210 credits at the beginning of the school year

NINTH HOUR:

Expectations:

- Students may attend the Ninth Hour Study Hall in the High School Library for general help if needed. Disclaimer: Students are expected to work on homework according to the above guidelines. If a student is reported not to be following guidelines, the student will be asked to leave, and the administration may take further action.
- 9th Hour is 3:32 – 4:30, Monday through Thursday, starting the 3rd week of the first and third quarter.
- Students will bring schoolwork to work on and may be asked to turn in their phones
- No pop or snacks allowed.
- Students who are failing may (and are encouraged) go to a teacher for help if they obtain a pass before the start of after-school study hall.
- Computer use is only for classroom assignments and at the discretion of the 9th Hour Study Hall supervisor.

Section 4

Attendance:

Student participants are expected to meet the following attendance expectations:

- Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances.
- Be on time for all scheduled practices, contests, and departures for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
- On the day of a contest, performance, or other activity, be in attendance for a half-day (4 consecutive periods prior to the performance). A student who is not in attendance the half-day is ineligible for the contest, performance, or activity.
- Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal and/or Athletic Director.
- Every attempt should be made to be in attendance on the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

*Absence due to illness for the day or any part of the last half of the day will result in the students not participating in school-sponsored activities that day. Special considerations will be taken into account by the principal and/or activities director.

*An absence the day before an all-day activity the following day will result in the student not participating in the activity. The student must be in attendance the last half of the previous day to

be eligible to participate. Special considerations will be taken into account by the principal and activities director. This does not affect weekends. This guideline intends to limit missed class time. Example: Student misses on Friday and has an activity on Saturday. Students may attend the activity.

Section 5

Forms:

The forms can be found on our website at <http://www.perkinscountyschools.org> or the information can be acquired at the office. Parental Consent form must be completed before a student is allowed to practice/participate.

1. Student activity form can be found on our website:
2. NSAA physical form can be found on our website:
3. Drug testing consent forms must be completed the first day classes commence in the fall unless the activity begins prior to the first day of classes

Sections 6

Activity Fee- There will be a \$30.00 activity fee for students in grades 7-12 who participate in any school activity. With this fee, the student will receive a school activity pass.

Section 7

Insurance:

Perkins County Schools DOES NOT carry health insurance and accident insurance for individuals. It is recommended that students who expect to participate in athletics/activities, carry health and accident insurance. A program endorsed by the school district and offered through School Assurance will be made available.

Section 8

NSAA Eligibility:

Prior to completing the Nebraska School Activities Association online eligibility database, be certain you have checked the following eligibility requirements for each student who may participate in an inter-school contest prior to certifying the individual(s) as being eligible.

ACADEMIC REQUIREMENT

Each student received twenty hours of credit the immediate preceding semester (unless a 9th grader). The student is presently enrolled in classes in your school, which will give him/her twenty semester hours of credit that will partially fulfill your school's graduation requirements. Home school students shall have received, or be granted, twenty credit hours for the immediate preceding semester. The twenty credit hours must be accepted and entered on the records of the student as partial fulfillment of the school's graduation requirements.

Exempt school students/part time students in grades 7-12 may participate in extracurricular sports and activities and adhere to board policy 5003.

Section 9

Age Requirement:

The student was not nineteen years of age prior to August 1 of the current year.

Semester and Season Limitation Requirement:

Student has not been a member of a school for eight or more semesters since initial

enrollment in grade nine. Student has not participated in four or more seasons of the activity in which eligibility is being determined.

Domicile Requirement:

School attended the previous year or previous semester.

1. Did he/she attend your high school?
2. Did the student attend high school at another high school within your school district?
3. Was the student's domicile located within another school district and entering a high school for the first time? Is the permanent domicile of the student's legal parent(s) located in your school district? Does the student live with his/her legal parent(s) as defined by NSAA Bylaw 2.6.2?
4. Is it a single-parent family? If yes, which parent has custody? There may be some eligibility issues if the student is living with a non-custodial parent.
5. Does the student live with a guardian? (Guardianship does not meet the definition of a legal parent.)

Section 10

Practice Protocol

Regarding Sunday, Wednesday, Early Morning, Lunch Time, and Weather Related Activities/Practices/Meetings

(but not limited to):

Wednesday Night Protocol:

- Students need to be out of the building by no later than 6:15 p.m.
- No other activities/practices/meetings should take place after 6:15 p.m.

- Due to special or unforeseen circumstances, coaches/sponsors may ask for a session with students on Wednesday night. This must be approved by the Activities Director and communicated to the building Principal.
- Wednesday night protocol does not apply to summer activities such as open gym, weights, etc. These are not required events to participate in.

Early Morning Practice:

Early Morning Practice during the school year should not begin before 6:45 AM and should conclude by 7:45 AM (Activity Sponsors/Coaches may have an early morning practice but all practices must be approved by the Activities Director). Some activities may need to start earlier than 6:45 due to unforeseen circumstances. The building principal and/or superintendent must approve requests for practices that would occur before 6:45 AM.

Student Lunch Time:

There should be no practices for any activity during lunch. At times a coach or sponsor may need to have a meeting to relay information. (Class meetings and informational meetings will be permissible with approval from AD)

Sunday Protocol:

- Individual or small group activities/practices/meetings sessions on school grounds with students are strongly discouraged.
- Practices: if they are to compete in an SPVA or NSAA-sponsored event on Monday or Tuesday of that week.
- All Sunday activities/practices/meetings must be approved and scheduled with the AD, if approved the sessions are not to begin until after 4:00 p.m.
- NSAA football playoffs and the new requirements for contact may cause the team to practice on Saturdays and Sundays during the playoffs. These practices will not begin until 4:00 PM and must be approved by the building Principal and/or Activity Director.

Weather-Related Days and Weather-Related Early Outs:

- Early out dismissal due to weather, no activities/practices/meetings after the dismissal for that day.
- Cancellation of school due to weather, no activities/practices/meetings for that day.
- Due to special or unforeseen circumstances, coaches/sponsors may ask for a session with students on a weather-related dismissal

Communication:

- All Sunday activities/practices/meetings must be approved and scheduled with the AD and approved by the building Principal or Superintendent.
- Due to special or unforeseen circumstances, coaches/sponsors may ask for a session with students on a weather-related dismissal.
- Due to special or unforeseen circumstances, coaches/sponsors may ask for a session with students on Wednesday night. Administrator approval is necessary
- Asking for an activities/practices/meetings session does not necessarily guarantee that this request will be granted.

Section 11

Team Travel:

Students are encouraged to travel to and from activities on school-sponsored transportation. Permission to travel to an event must be cleared through the Principal or AD. Students departing from an away event must have a parent/guardian sign them off of the bus. A parent may send a note with their child to have another parent sign them off. If there is no prior notification, the student will not be allowed to leave with anyone other than the parent or guardian.

Section 12

Consent Forms, Physicals, & Concussion Protocol

Parental Consent forms:

A Parental Consent Form is to be signed by the student and his/her parent(s). Be certain that each form has the parent's or guardian's signature and current address. The purpose of this form is to inform parents and students of the rules, to provide the "giving notice" requirement of due process, and provides a warning as to the potential of injury while

participating. The enclosed Parental Consent Form language must be used as it contains wording to accommodate some potential issues regarding roster information and photographs. Each individual participating in NSAA activities must have a Parental Consent form on file at your school. The insurance carrier for the Nebraska School Activities Association requires the WARNING to accompany the Parental Consent Form. THE PARENTAL CONSENT FORM SHALL BE SIGNED EACH **YEAR.**

Physicals:

Students must have a physical on file before participating in practice for NSAA athletic activities each school year. Physicals can be completed as early as June 1 of the upcoming school year.

Concussion Protocol:

In the advent of a concussion, the coach/sponsor must report either case to both the athletic director and building principal.

Perkins County Schools

Alcohol/Drug/Tobacco

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

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

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

Note:

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

DISCIPLINARY ACTION:

Consequences for Violating PCS Alcohol/Drug/Tobacco Policy and/or Testing Positive under PCS Extracurricular Drug Testing Policy. Whenever the test results indicate the presence of drugs, the Drug Program Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Program

Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (All offenses are cumulative in grades 9-12):

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

1. First Offense

- The student may be required to attend practice at the determination of coaches/sponsors and administration.
- The student will be ineligible to publicly perform in any extracurricular activity for 21 calendar days. The day of the positive test result, self-report, or administrator determination shall be the first day for counting purposes. If a student self-reports within 72 hours, the number of days shall be reduced from 21 to 14. If the end of the activity precedes the end of the 21/14 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.
- The student shall attend 3 hours of drug and alcohol counseling or educational programming at the student's expense as arranged or approved by the Drug Program Coordinator.
- The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for 6 months and will pause the months of June and July and resume in August.

2. Second Offense

- The student may be required to attend practice at the determination of coaches/sponsors and administration.
- The student will be ineligible to publicly perform in any extracurricular activity for 42 calendar days. The day of the positive test result, self-report, or administrator determination shall be the first day for counting purposes. If a student self-reports within 72 hours, the number of days shall be reduced from 42 to 28 days. If the end of the activity precedes the end of the 42/28 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the

suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.

- The student shall obtain a drug and alcohol assessment at the student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the Drug Program Coordinator. The student is strongly encouraged to comply with the assessment recommendations.
- The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for The student will be subject to follow-up drug tests at least one time per month for 6 months and will pause the months of June and July and resume in August.

3. Third Offense

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

4. Fourth Offense

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

Completion Suspension:

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

Procedure Prior to Suspension:

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

1. The student shall be notified by school officials of the alleged rule violation

2. A phone call will be made to the parents. During the call, a meeting will be set up with student and parents.
3. During the meeting, school officials will summarize details related to the incident and then advise the student of the action that will be taken. The student shall have an opportunity to present information or details related to the incident. The student shall also be afforded full opportunity to make any statements or request explanations related to the incident.
4. The building principal or Athletic Director shall issue a decision related to suspension. This decision is final and binding.

BLANKET AUTHORITY:

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

**PERKINS COUNTY PUBLIC SCHOOLS
GRANT, NEBRASKA**

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

Extracurricular Drug Testing Program:

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

DEFINITIONS:

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

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

MRO: Medical Review Officer

Purpose of Random Drug Testing:

- To provide for the health and safety of all students;

- To undermine the effects of peer pressure by providing a legitimate reason
- for students to refuse use of illegal drugs and/or alcohol;
- To identify students who use illegal drugs and/or alcohol; and
- To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

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

Activity Programs:

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

Basketball	Jazz Band	Student Council
Football	Mock Trial	NHS
Volleyball	Speech	Track
Cross Country	Wrestling	Golf
Marching Band	Quiz Bowl	FFA
One Acts	Science Club	Swing Choir
Pep Band	Cheerleading	Public Performances (Prom, Dances)

Students Who Are Required to Submit to Drug Testing:

GRADES:

All students in grades 9-12 who participate in any extracurricular activity or competition listed above are part of the pool subject to random drug testing.

Consent:

A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

Selection Pool Eligibility:

Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except for students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. A participant may be subject to testing at any time during the said 365-day period. Any student who tests positive during the school year will be tested through the summer months. Summer months are from the first day after the last day of classes in the spring through the last day before the first day of classes in the fall.

Withdrawal:

Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 365 days from the date of withdrawal. A student who files a Withdrawal of Student from Activity form after being selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Program Coordinator.

Drugs:

Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:

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

Testing Procedures:

- Student Selection- All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing. The DPA will identify students on the master by number.

- Reasonable Suspicion Testing- In addition to random drug testing, a student is subject to drug testing at any time when the Drug Program Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Program Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- Parental Request- Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- Type of Test- The school district reserves the right to utilize breath, saliva, hair, or urinalysis testing procedures. Urine and oral fluid samples, which screen positive will be confirmed by GC/MS (Gas Chromatography/Mass Spectrometry). Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- Collection Site- The Drug Program Coordinator will designate the collection site at which the student will provide specimens. The collection site may be off the premises of the school district.
- Sample Collection- Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.
- Collection Procedures- The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to ensure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- Drugs- Students may be randomly tested for any drugs, including but not limited to alcohol, tobacco, vaping nicotine, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.
- Results- The DPA shall notify the student and the Drug Program Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or legitimate medical use. Prior to making a final decision, the MRO or his or

her assistant shall contact the student and his or her parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Program Coordinator of the positive test result. The Drug Program Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- Request for a Retest- A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Program Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.
- Scope of Tests- The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after the selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or the existence of any physical condition other than drug use.
- Non-Punitive Nature of Policy- No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

Consequences for Testing Positive:

Whenever the test results indicate the presence of drugs, the Drug Program Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Program Coordinator shall explain the drug testing procedures and the policy of the district. The consequences will follow the Perkins County Schools Alcohol/Drug/Tobacco Policy (from above)

Refusal to Test:

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

Tampering:

- Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Program Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test. Additionally, the consequence will advance one level in the disciplinary scope and sequence based on the student's current or past violation(s) of the policy. For example, if it were the student's first violation, the consequence would equal a second offense.
- The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

Maintenance of Records:

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

Appeal:

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

Severability:

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

PERKINS COUNTY SCHOOLS

CONSENT TO PERFORM RANDOM DRUG TESTING

2026-27

Student Name _____ Grade _____

As a student and parent:

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

CONSENT TO PERFORM DRUG TESTING

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

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

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

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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

Student Signature Date

Parent Signature Date

Coach/Sponsor Signature Date

Activity Handbook Changes

- Academic Requirement
 - Exempt school students/part time students in grades 7-12 may participate in extracurricular sports and activities and adhere to Board Policy 5003.

2026-2027
Laptop Policies, Procedures, and Information
Perkins County Schools

(Revised July 2026)

Perkins County Schools Laptop Program

The focus of the 1:1 Technology Project at Perkins County Schools is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first-century students is the laptop computer. The individual use of laptops is a way to empower students to learn to their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with laptops integrates technology into the curriculum anytime, anyplace.

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SECTION 1: LAPTOP SPECIFICATIONS

- Grade 2 10.2" iPad with 64 GB with heavy-duty case
- Grades 3-4 10.2" iPad with 64 GB with case and keyboard
- Grades 5-6 10.2" iPad with 64 GB with case and keyboard
- Grades 7-8 13" MacBook Air with 8GB RAM (Retina Display)
- Grade 9 13" MacBook Neo with 8 GB RAM (Retina Display)
- Grades 10-12 13" MacBook Air with 8 GB RAM (Retina Display)

SECTION 2: NETWORK, E-MAIL, INTERNET, OTHER COMPUTER USE

2.1. General Rules

- 2.1.1 The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act responsibly. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- 2.1.2 Individual users of the district network are responsible for their behavior, actions, problems, and communications over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment, or communications of individuals utilizing the network or the end product or result of such utilization.
- 2.1.3 Network storage areas shall be treated like school lockers for students. Network Administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers will be private. No reasonable expectation of privacy shall exist in relation to network use.

- 2.1.4 Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests, or claims to confidentiality the user may have under state or federal law.
- 2.1.5 The district will not be liable for and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- 2.1.6 Users are responsible for the device issued to them. It is in their best interest to keep it safe, to not allow others to use it, to conduct internet searches, and to prevent any damage that happens to the device.

2.2 Policies and Rules for Acceptable Use of Computers and the Network

The following policy and rules for acceptable use of computers and the network, including the Internet, shall apply to all district administrators, faculty, staff, and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

NO PERSONAL DEVICES ARE ALLOWED ON THE NETWORK WITHOUT EXPRESSED PERMISSION FROM THE ADMINISTRATION AND/OR TECHNOLOGY DIRECTOR.

- 2.2.1 Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs, or disks.
- 2.2.2 User will NOT erase any part of their Internet browsing history from any/all Internet search engines. A deleted history is a clear indicator that a violation has occurred, and consequences will have been earned.
- 2.2.3 Users shall not let other persons use their name, account, logon password, or files for any reason (except for authorized staff members).
- 2.2.4 Users shall not use or try to discover another user's account or password.
- 2.2.5 Users shall not use the computers or network for non-instructional or non-administrative purposes. (e.g., chat rooms, instant messaging, games, or activities for personal profit). This includes but is not limited to the classroom, lobby, and hallways.
- 2.2.6 Users shall not use the computer for unlawful purposes, such as searching pornography, gambling, weapons, drugs, alcohol, or tobacco, or attempting any illegal copying or installation of unauthorized software. This includes peer-to-peer file-sharing programs. These are strictly forbidden. Copyright laws must be respected. [Inappropriate use of Ai and plagiarism will be considered a violation of the student handbook](#). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet (e.g., graphics, movies, music, text, etc.)
- 2.2.7 Users shall not copy, change, or transfer any software or documentation provided by teachers or other students without permission from the network administrators.
- 2.2.8 Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software, or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name. Violators will be subject to any applicable state or federal law, including the Nebraska Penal Code. Computer Crimes will result in criminal prosecution or disciplinary action by the District.

- 2.2.9 Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- 2.2.10 Users shall not damage the network or equipment information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any damages to the computer, network, information, files, programs, or disks.
- 2.2.11 Users shall not tamper with computers, carrying cases, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- 2.2.12 Users shall not use the laptops to make sound recordings without the consent of all those involved being recorded.
- 2.2.13 Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without the written permission of the network administrator.
- 2.2.14 Users must have laptops with them or stored/locked in their school lockers. Laptops must never be left unattended. Faculty will pick up and give the unattended laptops to the Office or Technology Director. [Furthermore, laptops are not allowed in bathrooms or locker rooms.](#)
- 2.2.15 Laptops must be kept in the carrying case issued by the school. Use of other carrying cases will NOT be permitted.
- 2.2.16 Laptops, carrying cases, and accessories must be returned to the technology coordinator at the end of the school year. Students who withdraw or terminate enrollment at PCS for any other reason will be asked to return their individual school laptop, carrying case, and accessories upon the date of termination.
- 2.2.17 If the student fails to return the laptop, carrying case, and accessories at the end of the school year or upon termination of enrollment at PCS, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the laptop or, if applicable, any insurance deductible. Failure to return the laptop will result in a grand theft report being filed with the Perkins County Sheriff's Department.

2.3. Etiquette and Rules for Use of Computers / Network

The school's Internet is to be used for research and as a means of obtaining academically relevant information. *Material obtained through research on the Internet and then used in academic work is to be properly documented.* Ignorance of the law is not an excuse.

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, the Internet, and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- 2.3.1 Sound must always be turned off, except when being used as part of the class.
- 2.3.2 Be polite. Do not become abusive in your messages to others.
- 2.3.3 Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, message, information, or images.
- 2.3.4 Do not reveal your personal account, address, or phone numbers, or those of other students or colleagues. (e.g., social media sites, dating sites, etc.)
- 2.3.5 Note that electronic mail (Email) is specifically not guaranteed to be private. People who

operate the system and have access to your Email. Messages relating to or in support of illegal activities may be reported to the authorities. Messages that violate the rules will result in disciplinary action.

- 2.3.6 All communications and information accessible via the network should be assumed to be private property of others.
- 2.3.7 Do not place unlawful information on any network system.
- 2.3.8 Keep paragraphs and messages short and to the point. Focus on one subject per message.
- 2.3.9 Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- 2.3.10 Other rules may be established by the network administrators or teachers from time to time.

2.4. Privacy and Safety

The purpose of this message is to give our students information about the risks of using Twitter, Facebook, Instagram, Snapchat, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people whom you don't even know now but may later want to impress, such as university admissions and scholarship officials and prospective employers. Many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now on social media sites may affect you years later.

What you say now on social media may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social media sites.

Here are some common-sense guidelines that you should follow when using social media sites, school email, and the Internet in general. We urge all students to follow these commonsense guidelines:

- 2.4.1 Don't forget that your profile and social media forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your passwords, phone number, address, credit card number, social security number, date of birth, IM screen name, or specific whereabouts).
- 2.4.2 Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- 2.4.3 People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new online friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- 2.4.4 Harassment, hate speech, and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult or report it to a specific social media site or the authorities.
- 2.4.5 Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- 2.4.6 Don't mislead people into thinking that you're older or younger. If you lie about your age, the social media site can and will delete your profile.

- 2.4.7 Don't assume that network storage is guaranteed to be private and/or confidential.
- 2.4.8 If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is NOT a request; it's a RESPONSIBILITY.
- 2.4.9 Do not open, use, or change computer files that do not belong to you.
- 2.4.10 Do not go into chat rooms or send chain letters without permission from a faculty member as part of a class project.
- 2.4.11 If you use your school-issued email on a personal device, be aware that if you log into your school email before any other personal email accounts, your personal device will be logged into your school Chrome. All searches on your school Chrome will appear on all of your school-issued devices.
- 2.4.12 Your school-issued email is yours to communicate with your teachers, coaches, administrators, and classroom collaborators. It is not to be used to chat with your classmates, students in other rooms, or students in other schools.

2.5 Laptop Identification

Student laptops will be labeled in a manner specified by the school. Laptops can be identified through the recorded manufacturer serial number and by their individual user account name and password.

2.6 Password Protection

Students will be issued an auto-generated password that will be kept on file with the technology coordinator. They will not be granted permission to change that password without permission from the technology coordinator. This password will be different from all other users to help prevent others from gaining access to other laptops.

2.7 Technology Monitoring

Student devices will be monitored when they are in use in the classroom. LanSchool is installed on all MacBook devices, and Senso Cloud is installed on all iPads. Teachers will monitor each device in their classrooms to ensure students are on the assigned site(s). Teachers may take the device from students deviating from the assigned sites.

SECTION 3: VIOLATIONS

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources are privileges and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to and including loss of access, suspension, and/or expulsion of students from school, and loss of access, suspension, termination, non-renewal, or cancellation of the contract of administrators, teachers, or other school employees.

Level 1 - Minor Infractions

All minor infractions will be handled using a “3 Strikes and You’re Out” policy. Each violation will result in a face-to-face conversation with the ~~building principal~~ District Technology Director. A determination will be made based on the severity of the violation. The building administrator may get involved if the infraction is severe enough to warrant.

1st Violation	=	Loss of laptop for 5 full school days / Reduced network privileges
2nd Violation	=	Loss of laptop for 10 full school days / Further reduced network privileges
3rd Violation	=	Loss of laptop for the remainder of the school year, OR proceed to Level 2 with Check-In, Check-Out during the day for classroom needs only (Administration approval)

Minor infractions include, but are not limited to:

- Gaming on the school-issued device between 8:00 a.m. and 3:32 p.m.
- Watching movies on the school-issued device between 8:00 a.m. and 3:32 p.m. (this includes game films)
- Inappropriate / Explicit Music (i.e., YouTube, Apple Music, Spotify, Pandora, etc.)
- Chat Rooms / Instant Messaging (iMessage, online chat rooms, shared Google Docs, etc.)
- Emailing students in class, in other classrooms, in other schools. This is considered a chat room when not used for educational purposes.
- Using earphones of any sort to communicate with another student via a school device
- Turning off the school Wi-Fi to access a mobile hotspot
- Intentionally defacing the laptop, case, charger, or bag
- Intentionally breaking the clips on the case
- Liquid damage of any kind due to carelessness
- Broken Screens*
- Broken Trackpads*
- Damaged Hinges*
- Any other major hardware damage*

* If these damages are deemed intentional, the damages would fall under Level 2 Major Infractions, and the student may lose the use of their laptop for the remainder of the school year.

Level 2 - Major Infractions

A daily check-in/out situation in which the student’s laptop will not be permitted to leave the building. These infractions include, but are not limited to:

- Setting up social media sites posing as another student, faculty, or staff member
- Printing excessive copies for no justifiable reason

- Printing inappropriate material
- Cheating / Plagiarism
- Misuse of Artificial Intelligence
- Major Dents/Damages (causing case or display replacement) *
- 3rd Minor Infraction

Level 3 - Zero Tolerance

Students may lose all privileges for the remainder of the school year. These infractions include, but are not limited to:

- Online Gambling
- Searching/Viewing Pornography and Implied Sexual Content
- Searching/Viewing racially related words and implied content
- Desktop wallpapers and/or screen savers with weapons, alcohol, and/or drugs and related paraphernalia, racial or sexual content, gang-related symbols and/or pictures, or explicit language
- Website quick links renamed with weapons, alcohol, and/or drugs and related paraphernalia, racial or sexual content, gang-related symbols and/or pictures, or explicit language
- Online Harassment/Bullying (any form)
- Threatening language indicating an intent to harm another person or property
- Explicit language, regardless of what electronic platform it's on (i.e., school email, social media, chat rooms typed on the school-issued device, images)
- Any photo or image that is deemed offensive or inappropriate
- Illegal/Violent Activities (e.g., bombs, drugs, guns, etc.)
- Introducing any code that may result in a virus
- Any attempt to hack into the school district's servers

IGNORANCE IS NOT A DEFENSE. PLEASE BE AWARE OF AND UNDERSTAND THESE POLICIES.

*It's important to note that students are to use only school-issued laptops in PCS facilities. Students who are disciplined, losing the privilege of using their laptops for a specified time, are **NOT** permitted to bring personal laptops or devices from home. Laptops that are confiscated for violations may be wiped clean, which will result in the loss of all files, music, pictures, movies, etc.*

SECTION 4: RECEIVING YOUR LAPTOP

Laptops will be distributed each fall during "Rollout & Laptop Orientation." Parents and Students must sign and return the following documents before a laptop will be issued. These forms are available on the Perkins County Schools website, in the high school office, and will be available at the time of checkout.

- Perkins County Schools Laptop Information Technology Rental and Usage Form
- Computer Damage Laptop/iPad Damage and Loss Agreement / Computer Protection Plan (See Section 10)
- Laptop Fees Acknowledgement

All fines from previous repairs ~~or missing accessories (i.e., charger block, charger cord, case, laptop bag)~~ need to be paid in full before a laptop will be issued.

Students will be issued the appropriate level ~~laptop device~~ at the elementary, junior high, and high school. ~~They will retain that laptop during the years in those buildings.~~ Each freshman class will be issued a new laptop. They will keep the same laptop all four years of high school. The 7th-grade class will be issued the previous senior class laptops, keeping them through 8th grade.

Laptops will be collected at the end of the school year for maintenance, cleaning, and software installations.

SECTION 5: PROTECTING / STORING YOUR LAPTOP

Students are responsible for the general care of the laptops they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Technology Director.

5.1 General Precautions

- 5.1.1 No food or drink is allowed next to your laptop
- 5.1.2 Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- 5.1.3 Laptops should be shut down before moving them to conserve battery life.
- 5.1.4 Laptops should be shut down before placing them in their carrying case. DO NOT charge your laptop while it's in a carrying case.
- 5.1.5 Laptops, hard-shell cases, and carrying cases must remain free of any writing, drawing, stickers, or labels that are not the property of Perkins County Schools.
- 5.1.6 Laptops must never be left in a car or any unsupervised area. Avoid extreme heat and cold.
- 5.1.7 Students are responsible for keeping their laptop battery charged for each school day.
- 5.1.8 Students who repeatedly "accidentally" misuse or damage their laptops may be required to check in/out their laptops at the beginning and end of each school day.

5.2 Carrying Laptops

The protective hard-shell cases and carrying cases provided with the laptops and iPads have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the laptop within the school. The guidelines below should be followed:

- 5.2.1 Laptops should always be within the protective case when carried.
- 5.2.2 Students should never carry their laptops while the screen is open unless directed to do so by a teacher.
- 5.2.3 Some carrying cases can hold other objects (e.g., folders, workbooks, etc.), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen. Avoid placing heavy, thick textbooks in the carrying case.
- 5.2.4 DO NOT throw, toss, or slide laptops with or without the hard-shell case or carrying case.

5.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- 5.3.1 Do not lean on the top of the laptop when it is closed.
- 5.3.2 Do not slam the lid shut.
- 5.3.3 Do not place anything near the laptop that could put pressure on the screen.
- 5.3.4 Do not place anything in the carrying case that will press against the cover.
- 5.3.5 Do not poke the screen.
- 5.3.6 Do not place anything on the keyboard before closing the lid (i.e., pens, pencils, flash drives, staples, etc.)
- 5.3.7 Clean the screen with a soft, dry cloth or anti-static cloth.

5.4 Storing Your Laptop

- 5.4.1 When students are not monitoring laptops, they should be stored in the school-provided bag in their locker with the lock securely fastened.
- 5.4.2 Nothing should be placed on top of the laptop when stored in the locker.
- 5.4.3 Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed, **except for 7th-Grade and 8th-Grade. Those devices will remain in the building at all times. Special circumstances will be considered on a case-by-case basis.**
- 5.4.4 Laptops should not be stored in a student's vehicle at school or at home, as extreme temperatures can damage the hardware.
- 5.4.5 Laptops left in unsupervised areas will be confiscated and taken to the office or principal's office. These areas include, but are not limited to, the school grounds, the cafeteria, commons area, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

SECTION 6: USE OF YOUR LAPTOP AT SCHOOL AND HOME

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules will be accessed using the laptop. Students must be responsible for bringing their laptops to all classes unless specifically advised not to do so by their teacher.

Students are REQUIRED to be always connected to the designated school Wi-Fi between 8:00 a.m. and 3:32 p.m. Monday through Thursday, and 8:00 a.m. and 2:30 p.m. on Friday.

6.1 Laptop Battery

Laptops should be brought to school each day fully charged. Students need to charge their laptops each evening. In cases where the use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

Please do not charge the laptop while it is in the laptop bag. It will overheat and could potentially start a fire.

6.2 Screensavers

- 6.2.1 Inappropriate media may not be used as a screensaver.
- 6.2.2 Presence of, but not limited to, guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures will result in disciplinary action.
- 6.2.3 Hard drive passwords are forbidden. If used, students may be responsible for the cost of the replacement hardware.

6.3 Speakers/Sound

The sound must always be muted unless permission is obtained from the teacher for instructional purposes, at which time headphones/earbuds must be worn. NO headphones/earbuds are allowed to be worn outside of the classroom.

6.4 Printing

- 6.4.1 Students may use network printers to print out school-related documents
- 6.4.2 Students will not be allowed to print out multiple-colored documents without permission from the administration. This includes, but is not limited to, pictures, announcements, invitations, flyers, etc.
- 6.4.3 Students who want to print on a home printer must ask the technology coordinator to add their printer software to the laptop computer.

6.5 Laptops / Chargers Left at Home

If students leave their laptops **and/or chargers** at home, they must report to the office to phone parents to bring the laptop to school. Repeated violations of this policy will result in disciplinary action. ***The student will no longer be provided a loaner unit. It is their responsibility to bring their **charged** laptop **and/or charger** to school each day.***

6.6 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair by the technology coordinator.

6.7 Using Your Laptop at Home

When using your laptop at home, you are still bound by the rules that apply during the school day. Any violations may result in the loss of your laptop and network privileges while at school.

6.8 Online College Courses

Students using their school-issued device for online college courses not associated with Perkins County Schools will be permitted, with the understanding that the student will abide by the PCS policies regarding the device. If they are taking the class during normal school hours and are in one of the PCS buildings, the three (3) levels of violations still apply. The school-issued device is filtered to prevent 3rd party, malicious attacks. PCS does not guarantee that the sites/links assigned by the college will be accessible. PCS is not responsible for the software required by the college.

SECTION 7: MANAGING YOUR FILES / SAVING YOUR WORK

Each student must determine the best means of storing their work. Students are responsible for all their assignments completed on their laptops. Laptop failure is not an excuse for not turning in an assignment on time.

7.1 Data Storage

- 7.1.1 PCS provides all students with a Perkins County Gmail account, which includes 30GB of free storage space through Google Drive. Google Drive has also been installed on each student's laptop and can be set to sync documents and files automatically.
- 7.1.2 It is also recommended that students back up their work at least once each week using removable file storage (e.g., USB memory key, external hard drive, etc.) Additional storage is the responsibility of the student and his/her parent or guardian.

SECTION 8: SOFTWARE ON LAPTOPS

8.1 Originally Installed Software

- 8.1.1 The software originally installed by PCS must remain on the laptop in usable condition and always be easily accessible.
- 8.1.2 From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted the software that is no longer required in class and that the school has not exceeded its licenses.

8.2 Additional Software

- 8.2.1 It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop.
- 8.2.2 Students are responsible for maintaining the integrity of the software required for the facilitation of academic activities.
- 8.2.3 Any additional software should not be installed without the consent of the technology staff and must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- 8.2.4 Students are responsible for ensuring that only software that is licensed to their laptops is uploaded onto their computer.
- 8.2.5 Items such as, but not limited to, violent games and computer images containing obscene or pornographic material is banned.

8.3 Laptop Inspections

Students may be selected at random more than once to have their laptops inspected. Inspections may take place multiple times throughout the school year. Students are not exempt from multiple inspections.

8.4 Procedure for Re-Loading Software

If technical difficulties occur or illegal software is discovered, the technician will copy all files on the laptop. The hard drive will then be re-imaged. Authorized software will be installed, and the data files reinstated on the laptop. The school does not accept responsibility for the loss of any software deleted due to a reformat or re-image.

8.5 Software Upgrades

Upgraded versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

SECTION 9: TECHNICAL SUPPORT

The technology coordinator, located at the high school, coordinates the repair work for laptops. Services provided include the following:

- Hardware Maintenance and Repairs
- Password Identification
- User Account Support
- Operating System and Software Configuration Support
- Application Information
- Re-Imaging
- Updates and Software Installations
- Coordination of Warranty Repairs

SECTION 10: TECHNOLOGY AGREEMENT

Students and Parents are required to sign a laptop and network use agreement as a condition of the student being permitted to use such equipment. In addition, each student will be charged a \$40 rental fee. We no longer offer insurance on these machines. You may check with your homeowner's or renter's policies to see if they will be covered.

The Apple Care deductible may apply for each repair. Perkins County Schools will look at each repair to determine if they will cover the difference unless the damage is deemed intentional. In that case, the deductible will not apply, and the full replacement cost will be the responsibility of the student/parent.

A fine of \$500 could also be imposed for damaged, lost, or stolen computers. If stolen, criminal and/or civil penalties could apply.

SECTION 11: FINES

Laptops are issued with the understanding that they will be cared for in a reasonable and acceptable manner. Fines will apply under the following circumstances:

Laptop with Retina Display:	Warranty/Student Cost*	Fees**
Laptop - Unrecoverable*	To Be Determined	\$1,300
Hard Drive Failure	AppleCare / \$100	\$ 150
Screen (Damaged)	AppleCare / \$300	\$ 600
Keyboard (Broken)	AppleCare / \$100	\$ 150
Trackpad (Broken)	AppleCare / \$100	\$ 150
Charger/Extension (Damaged)	No Warranty Applies	\$ 75
Charger USB-C Extension	No Warranty Applies	\$ 20
Hard-shell Case (Damaged)	No Warranty Applies	\$ 50
Laptop Bag	No Warranty Applies	\$ 45
Laptops without Retina Display:	Warranty / Student Cost*	Fees**
Laptop - Unrecoverable	To Be Determined	\$1,000
Hard Drive Failure	AppleCare / \$100	\$ 150
Screen (Damaged)	AppleCare / \$100	\$ 265
Keyboard (Broken)	AppleCare / \$100	\$ 150
Trackpad (Broken)	AppleCare / \$100	\$ 150
Charger/Extension (Damaged)	No Warranty Applies	\$ 75
Hard-shell Case (Damaged)	No Warranty Applies	\$ 50
Laptop Bag	No Warranty Applies	\$ 45

* If the laptop is unrecoverable due to a manufacturer's defect, the unit will be sent back to Apple, Inc. for repair at no cost to the student/parent.

** If the laptop is unrecoverable due to mishandling, loss, theft, or damage beyond repair, and/or the damages are deemed intentional as an act of carelessness or malicious intent, the administration reserves the right to charge the student the full replacement cost of the damaged parts. Fees are listed above.

CONTACT INFORMATION:

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Technology Director
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**Perkins County Schools
All Staff Handbook
2026-2027**

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FOREWORD

Intent of Handbook

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, and district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Ben Jones, Superintendent, at 308-352-4735 (phone number), ben.jones@perkinscountyschools.org (e-mail address) or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Ben Jones, Superintendent, at 308-352-4735 (phone number), ben.jones@perkinscountyschools.org (e-mail address), PO Box 829, Grant, NE 69140 (mailing address) or in person at school. The School District’s specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [Policy 5026](#).

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Ben Jones, Superintendent, at 308-352-4735 (phone number), ben.jones@perkinscountyschools.org (e-mail address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Ben Jones, Superintendent at Ben Jones, Superintendent, at 308-352-4735 (phone number), ben.jones@perkinscountyschools.org (e-mail address) or in person at school(e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The employee will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy [Policy 4001](#) – Nondiscrimination.

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

School Mission Statement

The mission of the Perkins County Schools is "Our students are expected to show RESPECT, perform to EXCELLENCE, and exemplify PRIDE in themselves, their school, and their community. By "Protecting our REP" students will become confident and productive members of society."

Section 1 - POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent or designee. Purchases made without permission are the personal obligation and responsibility of the purchaser.

The superintendent or designee is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express administrative permission.

Activity Tickets

All staff, spouses, and their school-age children will be admitted to **home games** free of charge. The only exception to this is when we host NSAA Districts and some SPVA events when passes are not accepted.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

Schedules will be set by the building principal and distributed to staff at the beginning of the year and whenever changes are needed.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website. By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national

origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
- b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for

participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and follow the board policy regarding Staff Internet and Computer Use. A link of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

[Policy 4012 - Staff Internet and Computer Use](#)

[Policy 4051 - Staff and District Social Media Use](#)

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district follows federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review the school district’s copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member’s ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district’s local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee’s school performance, or (3) otherwise adversely affects an employee’s employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Ben Jones, Superintendent, at 308-352-4735 (phone number), ben.jones@perkinscountyschools.org (e-mail address) or in person at school. Employees who believe that

they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Ben Jones, Superintendent at 308-352-4735 (phone number), ben.jones@perkinscountyschools.org (e-mail address), PO Box 829, Grant, NE 69140 (mailing address), or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Ben Jones, Superintendent at 308-352-4735 (phone number), ben.jones@perkinscountyschools.org (e-mail address) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Dress Code

It is important for teachers to project a professional image to students, parents, and co-workers. Appropriate attire and grooming are one of the means of projecting a professional image. Teachers are expected to maintain conservative, professional attire and grooming while on duty. As professionals, teachers are expected to be aware of the standard to be maintained. Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they perform. The administration may establish more detailed guidelines for individual teachers should that be necessary.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Perkins County Schools Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. Staff may use personal vehicle only if a school vehicle is unavailable and/or with administrative approval. The District is not liable for physical damage to employee vehicles. Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request must be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

All purchases must have administrative approval and a purchase order on file in the office. Failure to follow procedure may result in staff member being responsible for the purchase. The district is not responsible for the tax on reimbursements. **Credit card use must be approved prior to purchase by administration.**

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher’s employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend seven hours and 30 minutes on site, including lunch break (30-minute lunch), except that duty-free lunch-time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required seven hours and 30 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school’s e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member’s school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

An employee is expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Superintendent, Building Principal, or Maintenance Director.

Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.

3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Military Leaves of Absence

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave. Employees requesting military leave under the Nebraska Statutes must notify the superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days.

When the governor of this state declares that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never

blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete their legal required trainings and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office or online. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

Relationships

It is important for teachers/staff to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers/Staff are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Role Model

Teachers/Staff serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers/staff are in all respects to conduct themselves in a professional manner.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent or designee.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry doors are fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

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

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

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. Do not send students to areas that are not supervised (i.e. media center, computer lab). If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Perkins County Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

Link to our Threat Assessment and Response Policy - [Click Here](#)

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 15th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the

school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

Severe Weather and School Cancellations

The Board of Education authorizes the Superintendent of schools to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify patrons, students, and families via the district's Instant Notification System should a school closing be deemed necessary. Information will also be shared with local news media when inclement weather warrants such action. Radio and television stations broadcast the information regularly.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to patrons, students, and families via the district's Instant Notification System as well as the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day, staff will be notified and parents will be notified via media broadcast and the district's Instant Notification System. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather based on a phone request.

Emergency Conditions. Perkins County Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado

Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Contract Days

Teachers are contracted for 184 days (hereinafter referred to as the "contract year"). Such contract days shall be served by individual teachers on varying schedules as established by the Board of Education and administration.

Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days may not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

The scheduling of make-up days is at the prerogative of administration. If teachers have any of their three initial personal days remaining for that contract year, and with administrative approval, they may use any or all of those days in lieu of make-up days. Note, this provision does not apply to the fourth or fifth days of personal leave in the negotiated agreement. Administration may accept professional development workshop days in the month of June as substitute make-up days. Administration will determine what professional development workshops would qualify.

Section 2 - POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated. *Teachers should avoid using personal leave during the first or last week of school and during professional development days unless it is unavoidable. These days should be held in high regard for developing and implementing classroom procedures, professional growth, and completion of end of the year tasks and ceremonies.*

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to contact their building Principal or **Teacher Attendance Secretary preferably before 6:45 AM**. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the Teacher **Attendance Secretary** as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make as advance a report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the Teacher **Attendance Secretary** at least five school days prior to the leave, or such other advance notice as is practical under the circumstances.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = $[1/184\text{th}]$ of total salary and benefits.

Leaves of Absence

A teacher may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws. The Board's approval will depend partially on whether a suitable replacement can be hired.

Leave Not Covered in items A, B, C, or D in the Negotiated Agreement

Any leave that is not covered in the provisions regarding sick, bereavement, professional activity, or personal leave will require prior approval of the superintendent of schools. The teacher's salary for such unpaid leave will be reduced by the amount generated by the ratio of the number of days of unpaid absence bears to 184 multiplied by the salary of the teacher on leave.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

Administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day and the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

Teachers are expected to keep grades and attendance current on the student information system (Power School). Teachers are to assess frequently enough and to record grades in a timely manner so as to realistically justify the current term and final grade.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education

for the school year shall be paid at 60% of schedule placement on a per diem basis for such teacher's extended time.

Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

403(b) Salary Reduction Agreements

The District will cooperate with any staff member who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the employee's vendor of the 403(b) Plan elected by the teacher has entered into an Information Sharing Agreement no later than December 31, 2021. The District will use Almquist, Maltzahn, Galloway, and Luth as the third party administrator the 403(b) plans.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of

the school, including athletic injuries.

f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.

g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.

h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.

i) Refraining from joining book clubs or film clubs using the school name.

j) Turning in all monies collected to the main office by the end of the school day.

k) Clearing all class meetings or trips through the principal's office.

l) Participating in Student Assistance Teams per board policy.

m) Assisting with the administration of standardized testing as assigned by the administration.

n) Provide homebound instruction as assigned by the administration.

o) Performing additional duties as assigned by the administration.

Employment

Perkins County Schools employs a teacher when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date on or after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance, as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement." The school will follow policy 4056 Resignation of Staff.

Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are sent out yearly by building administrators to certified staff.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Building administrators may call building meetings during the scheduled work week. Building administrators will make every attempt to create a routine schedule for such meetings. Example: Meeting from 7:30AM-7:55AM, equals teachers dismissed at 3:30 PM; Meeting from 3:30 PM-3:55PM, teachers arrive at 7:55AM. There may be times that such schedules will not work due to the importance of the meeting or the scheduling of other events.

Grading Policy

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee

and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into Perkins County Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. The Principal must approve grades for credit.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year. It is the responsibility of the teacher to contact parents if a student is failing or near failing in an attempt to garner their support in finding a successful solution.

The grade reports are produced from information supplied by teachers and distributed to parents by the building principal.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Lesson Plans

Teachers are expected to prepare lesson plans in accordance with the building administrator's directive.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and

responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent-teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school years is as follows:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

PowerSchool and PowerGrade

Grades and Grading. Measuring, analyzing, and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards and within PowerSchool. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. **Grades need to be recorded electronically within 5 days of the assignment due date.** It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in the Daily Class Record POWER SCHOOL. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns. Grades must be completed on dates specified by building principals. Refrain from asking for extensions.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:45 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods. Personal work may not be done on school time.

Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices (“storage devices”) are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack. The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Sponsors

Certified staff members are assigned by the superintendent or designee as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent or designee

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school must be properly labeled. The label should include the following information: Student’s name,

name of medication, dosage needed, and time of dispensing the medication.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. If this occurs, staff will be paid in accordance with board policy and the current negotiated agreement

Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities which impact the educational program (“504 students”), and limited English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover. Workbooks do not become the property of the students and in most cases should be retained by the school.

PERSONAL AND PROFESSIONAL CONDUCT

Professional Ethics Standards

The Perkins County Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.

Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of

- professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
 - G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political** candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.

Shall use time on duty and leave time for the purpose for which intended.

Section 3 - POLICIES AND PROCEDURES REGARDING CLASSIFIED

STAFF

At-Will Employment

Classified staff members are employed “at-will.” Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees will be granted up to __1__ day off from work with pay in the event of the death in the family. All requests for bereavement leave should be submitted to the Superintendent.

Hours

Work hours vary with the classified staff member’s department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district’s employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, per board policy.

Personal Leave

Classified employees will receive up to 3 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee’s immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year. Classified employees shall be paid for any unused personal days at the end of the school year or in the event of termination of employment.

Sick Leave

Classified employees will receive 5 days of sick leave. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Sick leave does not accumulate from year to year. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

Section 4 - POLICIES REQUIRED TO BE IN THE HANDBOOK

3016 Smoking Policy - [Click Here](#)

3057 Title IX Policy - [Click Here](#)

3060 Weapon Free Workplace Policy - [Click Here](#)

4002 Drug Free Workplace Policy - [Click Here](#)

4012 Use of Staff Internet and Computer Use Policy - [Click Here](#)

4051 - Use of Social Media by Staff - [Click Here](#)

5048 Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Policy- [Click Here](#)

5052 Wellness Policy - [Click Here](#)

All Other Policies can be found Here - [Click Here](#)

Section 5 - APPENDIX

Who to contact with Questions:

Question	Contact	Name
Payroll	Business Manager / Superintendent	Tanya McArtor / Ben Jones
Benefits	Business Manager / Superintendent	Tanya McArtor / Ben Jones
Technology	Technology Director / Building Principal	Renee Seiler
Maintenance	Maintenance Director / Building Principal	Rick Dreiling
Curriculum	Curriculum Director / Building Principal	Deanne Bishop
Discipline	Building Principal	Austin Reisig / Tara Sudbeck
Transportation	Activities/Transportation Director	Shawn Cole / Rick Dreiling

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Perkins County School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

Harbor Medical Inc.
 3519 Glen Oak Drive
 Jarrettsville, MD 21084 US
 +18005877001
 bonnie@harbormedicalinc.com
 www.harbormedicalinc.com

Price Quote



ADDRESS
Tara Sudbeck Perkins County School 740 Sherman Ave Grant, NE 69140

SHIP TO
Tara Sudbeck Perkins County School 740 Sherman Ave Grant, NE. 69140

PRICE QUOTE #	DATE	
3395	06/29/2026	

ACTIVITY	QTY	COST	TOTAL
CTE3-Adult Nlvaro CTE3 wall mounted changing table. Durable non-rip high tension vinyl stretcher. Comes with safety railing. Electric Height adjustable range from 11.8"- 35.4" via handset operation. Weight capacity to 440lbs. Protrudes just 10" when folded up. Stretcher: Length, 71", Width, 27.5". Part stainless steel construction suitable in shower areas. 110 Volt.	1	6,700.00	6,700.00
00.312.00.002 Astor Wedge Pillow Head	1	550.00	550.00
Shipping	1	490.00	490.00

SUBTOTAL	7,740.00
TAX	0.00
TOTAL	\$7,740.00

Accepted By

Accepted Date

Astor CTE3 Nivano Wall Mounted Changing & Showering Table



Highlights:

- Height adjustable to give safe and comfortable carer working height
- Suitable for use in shower areas and wet rooms
- Durable non-rip high tension vinyl stretcher - comfortable and easy to clean
- Front guard for added safety
- 150 kg MWL
- 220 kg MWL option - **CTE3 Nivano Max**

A popular choice among families and Occupational Therapists for many years, the CTE Nivano has been known to be comfortable and reliable. It is simple to operate from a handset control and comes in a range of sizes from 1200 mm up to 1900 mm to suit both paediatric and adult applications.

The durable stretcher material is comfortable as well as quick and easy to clean, saving precious time. This, along with part stainless steel construction gives many years of worry free use, even in wet and humid or multi-user environments, especially when combined with ongoing maintenance for extra peace of mind.

The 600 mm travel range enables the user to be gently lifted to a safe and comfortable working height for washing, showering, changing and dressing. The platform stows neatly when not in use, held in place with twin gas struts, and features battery back-up for safe lowering in the event of a power failure.

The front guard is integrated for added safety, and can be easily folded away.

The CTE3 Nivano can be tailored for you with the addition of optional extras adding comfort, convenience and unique customisation.



Standard Features:

- MWL 150 kg/24 st
- Height range 300mm - 900mm (600mm)
- Height adjustable (mains electric)
- Foldaway safety front guard
- Handset operation
- Battery backup
- Floor and ceiling hoist access
- Part stainless steel construction
- Durable non-rip high tension vinyl stretcher
- Protrudes just 242 mm from wall when stowed
- 3 Year warranty (*Terms and conditions apply*)

Optional Extras:

- Stretcher sizes from 1200-1900 x 700 mm
- MWL 220 kg/35 st (1700-1900 models)
- Protective padded guard bumper
- Anti-splash skirt
- Tilting head/backrest (1700-1900 models)
- Protective foam wedge support
- Removable mattress
- Special fully coloured models available
- Range of service & maintenance packages:

Product Specification Sheet:

Astor CTE3 Nivano Changing & Showering Table

Model Name:	Astor CTE3 Nivano (150 kg) / Astor CTE3 Nivano Max (220 kg)
Product Description	Wall mounted changing and showering table
Product Codes	150 kg MWL: 00.038.11.1230 - 00.038.11.1930 (1200-1900 mm) With backrest: R: 00.038.20.1730/1830/1930 L: 00.038.20.1731/1831/1931 220 kg MWL: 00.038.12.1730 - 00.038.12.1930 (1700-1900 mm)
Mattress Size	150 kg MWL: 1000 mm - 1900 mm x 700 mm 220 kg MWL: 1700 mm - 1900 mm x 700 mm
Height Range	300 mm - 900 mm x 700 mm (600 mm)

Features:

			MWL 150 kg	3 Year Warranty
Height Adjustable	Mains Electric	Battery Backup	150kg/24st MWL	3 Year Warranty

Options:

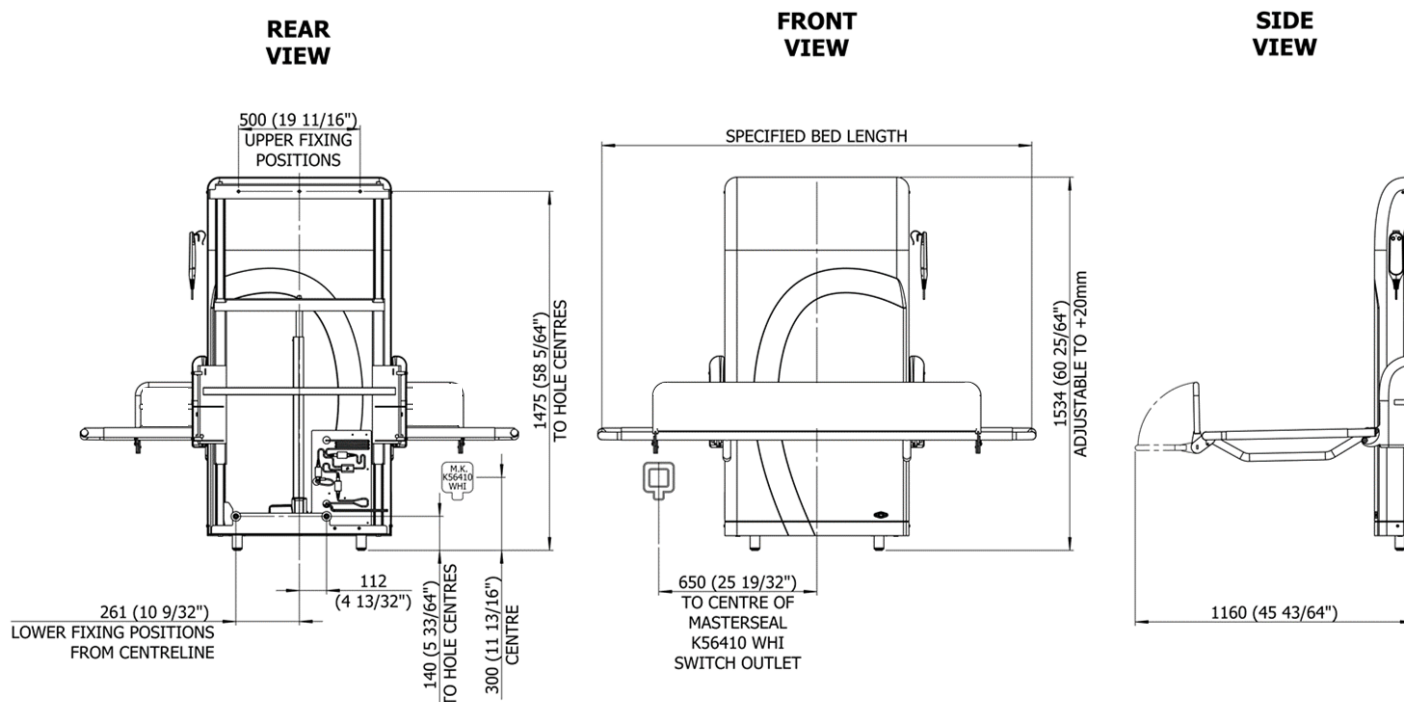
	1000 - 1900	MWL 220 kg			+
Battery Model	1000 - 1900mm	220kg/35st MWL	Tilting Head/ Backrest	Service Packages	Many More Options

Application:

Private Home	School	Leisure Centre	Care Home	Nursing Home	Respite Home	Hospital	Changing Places

Technical Drawings:

All dimensions in mm:



Astor Bannerman, The Elephant Works, Andoversford Link, Cheltenham GL54 4LB
sales@astorbannerman.co.uk **01242 820820** www.astorbannerman.co.uk

Carl Dietz Consulting, LLC
2003 W. 50th Street
Kearney, NE 68845
(308) 289-3920
cdietz57@gmail.com

INVOICE	DATE 6/1/2026

BILL TO

Perkins County Public
School

DESCRIPTION	TOTAL
Financial Consulting Services	\$7,500.00
	\$7,500.00

Thank you for your business!

CONSULTING SERVICES AGREEMENT

Carl Dietz Consulting, LLC

2003 W. 50th Street

Kearney, NE 68845

(308) 289-3920

cdietz57@gmail.com

CLIENT: Perkins County Public Schools

PRIMARY CONTACT: Ben Jones

EFFECTIVE DATE: May 1, 2026

WHEREAS, Client desires to engage Consultant to provide consulting services to Client on the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual promises and agreements contained herein, Client hires Consultant to work under the terms and conditions hereby agreed upon by the Parties as follows:

1. **SCOPE OF SERVICES.** During the Term of this Agreement, Consultant will provide services to Client from time-to-time as requested by Client.
2. **TERM.** The term ("Term") of this Agreement starts on the Effective Date set forth above and, unless sooner terminated, ends on the Termination Date set forth above. Either party may terminate this Agreement for any reason in their sole discretion by providing two weeks' written notice to the other party. Client shall be responsible for payment for all Services rendered on or before the effective date of termination.
3. **INVOICING AND PAYMENT.** Consultant's sole compensation shall be as set forth in the applicable SOS. Unless otherwise provided in the applicable SOS, Consultant shall submit invoices to Client for Services performed.
4. **RELATIONSHIP OF THE PARTIES.** Consultant shall at all times be an independent contractor of Client.
5. **LIMITATION OF LIABILITY.** In the event of a breach of this Agreement by Consultant or any other circumstances giving rise to potential liability from Consultant to Client, if any such liability is established, Consultant's liability shall be limited to Client's direct economic damages not to exceed the amount of fees paid by Client to Consultant pursuant to the specific SOS under which the acts or omissions giving rise to liability occurred. Consultant will not be liable to Client for any indirect, incidental, consequential or punitive damages or lost profits, or for any liability from Client to any third party.

6. **CONFIDENTIAL INFORMATION AND PROPRIETARY RIGHTS.** Each party (a) agrees to protect and maintain in confidence any information that it may obtain from the other party during the term of this Agreement or any SOS; (b) shall use such information solely for the purposes contemplated by this Agreement and any SOS and shall not rent, sell, lease, transfer, provide or otherwise disclose such information to any third party except as required by applicable law or regulation; (c) shall take all reasonable steps to protect the confidentiality of such information, in no event using a standard of care less than the same standard used to protect its own confidential information; and (d) shall give access to such information only to those employees who have a need to know in connection with the performing that party's obligations under this Agreement or any SOS. Upon request by the disclosing party, the receiving party shall promptly destroy such information or return such information to the disclosing party in the same format as such information was provided. To the extent that Consultant is permitted to retransmit any information it receives from Client, the mode of retransmission must be at least as secure as the mode by which Client transmitted the information to Consultant.

The confidentiality obligations in this Section do not apply to information that: (i) is, at the time of disclosure or thereafter becomes, through no act or omission of the receiving party, a part of the public domain; (ii) was in the receiving party's lawful possession without an accompanying secrecy obligation prior to the disclosure; (iii) is hereafter lawfully disclosed to the receiving party by a third party without an accompanying secrecy obligation or breach of any duty or agreement by which such third party is bound; or (iv) is independently developed by the receiving party. Notwithstanding if such information is or becomes lawfully in the public domain, Consultant shall maintain according to this Section the confidentiality of any information which includes the identities of Client's consumers.

7. **ASSIGNMENT.** Neither party may assign this Agreement or subcontract its duties hereunder to any third parties, including affiliates, subsidiaries, related companies and service providers, without prior written consent from the non-assigning party, which shall not be unreasonably withheld.
8. **NON-EXCLUSIVITY.** This Agreement shall not be construed to prohibit either party from entering into an agreement with third parties to offer or obtain similar Services.

EXHIBIT A

STATEMENT OF SERVICES

1. **Overview:** Perkins County School has been a client of Carl Dietz for more than two years. This agreement is for Year 1 for a new superintendent.
2. **Scope of Services.** Assist school district personnel with budgeting and budget planning for the upcoming school year. Services may include, but are not limited to:
 - Annual NDE Budget Assistance
 - Annual Itemized Budget/Coding Assistance
 - Payroll spreadsheet development
 - Five-year financial projection
 - Monthly Expenditure Analysis/Comparability
 - Budget Calendar
 - Financial Efficiency Recommendations
 - Capital Replacement Schedule
 - Annual Financial Report Comparability Study
 - Other financial assistance at District request
3. **Period of Performance.** This Statement of Services shall be effective as of:
May 1, 2026-April 30,2027
4. **Compensation.** The compensation due for the above services is:
 - a. Engagement Fee: \$7,500.00
 - b. Travel Expenses: None
5. **Invoicing.** Will be sent upon receipt of signed agreement.

CARL DIETZ CONSULTING



Carl E. Dietz, Owner

PERKINS COUNTY SCHOOLS
SCHOOL DISTRICT NAME

By: _____
Superintendent/Board President

Proposal

Branch Offices:

638 Kiowa Lane
Broken Bow, Nebraska 68822
(308) 872-6191
FAX (308) 872-6539

71587 Road 388
McCook, Nebraska 69001
(308) 345-6670
FAX (308) 345-4389

Weathercraft Companies

Roofing, Sheet Metal, Siding & Overhead Door Contractors
2401 East 8th Street, PO Box 1949
North Platte, Nebraska 69103-1949
Business Phone: (308) 534-3480
Toll Free: (800) 662-2981
FAX: (308) 532-4625

Branch Offices:

21020 West 1st.
Ogallala, NE 69153
(308) 284-6029
FAX (308) 284-9957

115 South Clayton, Box 295
Brush, Colorado 80723
(970) 842-4311
FAX (970) 842-0708

Proposal Submitted to: Perkins County Highschool		Phone (308) 352-6206	Date 7/15/2026
Street 111 Lincoln Ave.		Job Name Kitchen Remodel	
City, State and Zip Code Grant, NE 69140		Job Location Same	
Weathercraft Contact: Tycen Gavin	Tycen's contact info: (308) 280-0027	Job Phone	

We hereby submit specifications and estimates for:

KITCHEN REMODEL ROOF ITEMS:

- 1) Remove and haul away (2) existing kitchen exhaust vents, install new framing, decking, and ISO insulation to areas removed.
Install and flash new .60 mil. EPDM to areas removed.
- 2) Remove (2) existing plumbing pipe vents from remodel area. Install new decking and ISO insulation to areas removed. Install and flash new .60 mil EPDM to areas removed.
- 3) Remove and haul away existing brick chimney from remodel area. Install new framing, decking, and ISO insulation to areas
Install and flash new .60 mil EPDM over new ISO.

Total Cost To Be Time And Material Not To Exceed \$6,000

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

dollars ()

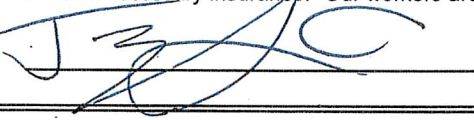
Payment to be made as follows:

Upon Completion

**Credit Cards accepted a convenience fee of 3.75% will be added to payment

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized
Signature



This proposal may be
withdrawn by us if not accepted within 30 days.

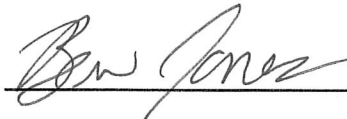
Acceptance of Proposal

The above prices and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above.

Date of Acceptance:

7-21-26

Signature



Signature

20/20 Technologies LLC
202 East 10th Street SPIN # 143044016
MCCOOK, NE 69001 US
+13083454946
nicole@2020techs.com
<http://2020techs.com/>



INVOICE

BILL TO
Perkins County Schools
740 Sherman Ave
Grant, NE 69140

INVOICE # 6198
DATE 07/14/2026
DUE DATE 08/13/2026
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Network cable Installation - Cable ran to the fire panel in Kitchen Addition-	1	295.00	295.00
Install of Cat 6 Plenum per AP includes all patch cables, patch panels and Biscuit boxes			
On-Site Technician Support On-Site Support Technician Services - Price includes on site tech labor hours for two techs and mileage. 3 hour round trip drive. 7.5 hours on-site. Cable work for Kitchen Addition Remodel.	1	1,540.70	1,540.70

Thank you for your business.

SUBTOTAL	1,835.70
TAX	0.00
TOTAL	1,835.70
BALANCE DUE	\$1,835.70



75975 Road 348, Elsie, NE, United States
paintinconstruction84@gmail.com
719-342-1000

Estimate

Estimate No: 27099
Date: 07/09/2026

For: Perkins County High School

Description	Quantity	Rate	Amount
Spray foam 85ft x 10.5ft x2 in	1	\$3,800.00	\$3,800.00
Subtotal			\$3,800.00
TAX 0%			\$0.00
Total			\$3,800.00
Total			\$3,800.00

Paintin Construction

Client's signature

REESE MECHANICAL

PO Box 537
 Grant, NE 69140 US
 +13083533533
 reesemechanical@gmail.com



Estimate

ADDRESS

Perkins County Schools
 740 Sherman Ave
 Grant, NE 69140

ESTIMATE # 3016**DATE 07/14/2026**

DATE	ACTIVITY	QTY	RATE	AMOUNT	SKU
	Old Kitchen Renovations				
	Parts	1	7,316.00	7,316.00T	
	Daikin Dual Head heat pump mini split heat pump system with side wall bracket and Lineset hide				
	Parts	2	95.00	190.00T	
	Vent Materials for exhaust fans				
	Labor:HVAC Install		2,200.00	2,200.00	
	Upon ceiling removal we found that the kitchen heat came from the MPR. Pulled down all the ductwork, and capped. Going to Run out 6" and 8" runs into the new rooms. Also going to run 1 into each of the bathrooms.				
	Found out that the ceiling height is going to drop. Old mini split heads wont work in their current location. Pumped down all the refrigerant. Pulled down the ceiling heads, and removed all the lines, and lineset hide material. Looped the electrical up in the ceiling.				
	Parts	1	1,250.00	1,250.00T	
	Duct end caps, 8" and 6" Flex, Start collars, Dampers, and diffusers, takeoffs, elbows, support brackets, and supplies				
	Labor:HVAC Install	1	2,800.00	2,800.00	
	Hours of Labor (Partially Billed already)				
	Re-install the mini split heads, and pipe them up to the heat pumps.				
	Labor:HVAC Install		1,200.00	1,200.00	
	Parts	2	556.00	1,112.00T	
	Copper Line sets				
	Parts	2	125.00	250.00T	
	Line set hide materials				
	Parts	2	325.00	650.00T	
	Mini Split Pumps				
	Parts	2	75.00	150.00T	
	Refrigerant and Supplies				

All estimates are subject to change until 50% of the estimate is received.

SUBTOTAL	17,118.00
TAX	0.00
TOTAL	\$17,118.00

Accepted By

Accepted Date

ESTIMATE

TeamSons
204 E L
Ogallala , NE 69153
tonergarrett@gmail.com
3083530258

Billed to
Perkins County Schools

Estimate #
1020

Total
\$5,700.86

Issued on
Jul 16, 2026

ITEMS	QTY	RATE	AMOUNT
Concrete	7	182.14	\$1,274.98
Labor	40	80.00	\$3,200.00
Material	405	2.65	\$1,073.25

Notes & Instructions
135'x3'x6"

Subtotal	\$5,548.23
Tax (6.500%)	\$152.63
Total	\$5,700.86