

Board of Education Regular Meeting
Monday, July 8, 2024 7:00 PM

Board Room, St. Paul Public School
PO Box 325
St. Paul, NE 68873-0325

Agenda

1. Call to Order
 - 1.1. Recognition of Public Notice of Open Meeting
 - 1.2. Recognition of Posted Notice of the Open Meetings Law
2. Roll Call
 - 2.1. Americanism Quote
3. Minutes of the Previous Regular Meetings
4. Bills As Presented By the Superintendent
5. Financial Report
6. Communications from the Public
7. New Business
 - 7.1. Principal's Report
 - 7.2. Superintendent's Report
 - 7.3. Option Enrollment Report
 - 7.4. Discuss potential facilities projects
 - 7.5. Discuss and take necessary action regarding student fees policy
 - 7.6. Discuss and take necessary action regarding parent involvement
 - 7.7. Discuss and take necessary action regarding 2024-25 handbooks
 - 7.8. Discuss and take necessary action regarding Policy 6007 Senior Recognition
 - 7.9. Discuss and take necessary action regarding certificated staff contract
 - 7.10. Discuss and take necessary action regarding counselor evaluation instrument
8. Superintendent Sick and vacation log
9. Adjournment

Regular Meeting of the St. Paul Board of Education

The St. Paul School Board met in regular session on June 10, 2024, scheduled at 7:00 PM. The following board members were in attendance: Curt Dubas: Present, Janelle Morgan: Present, Marty Mrkvicka: Present, Dan Scheer: Present, Jason Meinecke: Absent, and Phil Thede Absent.

The meeting was called to order at 7:00 pm.

Motion to excuse Jason Meinecke and Phil Thede was made by Marty Mrkvicka and seconded by Dan Sheer, Dubas: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Yea: 4, Nay: 0

Vice President Scheer read the Americanism quote by President Andrew Jackson said in reference to the Bible: "That book, Sir, is the Rock upon which our republic rests."

President Mrkvicka asked if there were any additions or corrections to the minutes of the previous meeting. None were made, and the minutes were declared approved.

The motion to approve the bills as presented by the Superintendent passed with a motion by Curt Dubas and a second by Janelle Morgan.

Dubas: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Yea: 4, Nay: 0

The Superintendent presented the Financial Report.

Public comment was made by Darrell Anderson.

The Principals' reports were presented.

The Superintendent's report was presented.

Information was presented regarding a grant the city was seeking to make improvements to the parks by Laura Berthelsen and Matt Helzer from the City of St. Paul. They requested a letter of support from the district, as well as consideration of a financial commitment to the tennis court portion of the project due to the district's use of the facility by the tennis team. After discussion, it was decided the district would make a \$25,000 commitment to the project if the grant is awarded.

Discussion was held regarding potential facility projects. It was determined the informational video that was viewed at the meeting would be posted on social media with a community meeting scheduled for the week of June 24th, preferably June 26th, to elicit feedback from the community regarding next steps for potential projects.

Motion to approve policy updates as presented with a motion by Marty Mrkvicka and a second by Curt Dubas. Dubas: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Yea: 4, Nay: 0

Motion made to accept the resignation of Tricia Buchanan passed with a motion by Marty Mrkvicka and a second by Janelle Morgan.

Dubas: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Yea: 4, Nay: 0

Motion made to offer a certified teacher's contract to Angela Cone for the 24-25 school year passed with a motion by Dan Scheer and a second by Janelle Morgan.

Dubas: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Yea: 4, Nay: 0

The Superintendent's sick and vacation logs were reviewed.

The meeting adjourned at 8:40 pm

Janelle Morgan
Secretary

Special Meeting of the St. Paul Board of Education

The St. Paul School Board met in special session on June 26, 2024 at 7:00 PM. The following board members were in attendance: Jason Meinecke: Present, Janelle Morgan: Present, Marty Mrkvicka: Present, Dan Scheer: Present, Philip Thede: Present, Curt Dubas: Absent.

The meeting was called to order at 7:00 pm.

The president stated that the meeting was properly published in the Phonograph Herald.

The president stated that the Open Meetings Law is posted on the wall of the meeting room.

Members of the school district's facilities project team presented on the possible building projects, including Jacob Sertich, Wilkins ADP, Josh Albrecht from Hausmann Construction and Tobin Buchanan from Northland Capital Holdings. Several community patrons posed inquiries to the school board and the rest of the facilities project team.

Meeting adjourned at 8:52 pm.

Janelle Morgan
Secretary

Invoice Listing - Summary

Posted - All; Batch Description 4 Records Selected; Void Status Not Voided

User ID: TJJ

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
ABECEDARIA	ABECEDARIAN ABC, LLC	6625	Classroom Supplies - SPED (24-25)	06/20/2024	54.60
AMAZON	AMAZON CAPITAL SERVICES	11DP-RN6X-XY7C	Tech Supplies	06/14/2024	243.23
AMAZON	AMAZON CAPITAL SERVICES	13JV-3M6T-HY7G	Classroom Supplies - FCS (24-25)	07/02/2020	470.20
AMAZON	AMAZON CAPITAL SERVICES	1679-MHGM-RR9P	Maint. Supplies	06/28/2024	330.95
AMAZON	AMAZON CAPITAL SERVICES	16JP-4GL9-J9TP	Classroom Supplies - SPED (24-25)	06/26/2024	121.87
AMAZON	AMAZON CAPITAL SERVICES	19TT-YP6F-376P	Returned Tech Supplies	06/19/2024	(164.00)
AMAZON	AMAZON CAPITAL SERVICES	1C3N-HLVC-P363	Maint. Supplies	06/27/2024	5.98
AMAZON	AMAZON CAPITAL SERVICES	1CGX-7M96-4LPL	Maint. Supplies	06/10/2024	41.32
AMAZON	AMAZON CAPITAL SERVICES	1CMM-PPYN-RTTG	Tech. Supplies	06/28/2024	166.60
AMAZON	AMAZON CAPITAL SERVICES	1GLN-PKM9-L9HH	Classroom Supplies - SPED (24-25)	06/24/2024	113.99
AMAZON	AMAZON CAPITAL SERVICES	1JGH-36F6-XTQC	Classroom Supplies - FCS	06/18/2024	158.39
AMAZON	AMAZON CAPITAL SERVICES	1KHG-LYCY-GT9T	Classroom Supplies - Elem (24-25)	06/18/2024	229.59
AMAZON	AMAZON CAPITAL SERVICES	1KT1-YTTX-3H9P	Classroom Supplies - SPED (24-25)	06/19/2024	493.91
AMAZON	AMAZON CAPITAL SERVICES	1LMV-VCG9-J6LF	Classroom Supplies - SPED (24-25)	06/26/2024	194.56
AMAZON	AMAZON CAPITAL SERVICES	1QVW-CDTW-16DQ	Office Supplies - Elem	06/20/2024	35.99
AMAZON	AMAZON CAPITAL SERVICES	1TQG-QF3R-3P11	Classroom Supplies - Elem (24-25)	06/10/2024	64.96
AMAZON	AMAZON CAPITAL SERVICES	1V1N-Q1KY-N6F1	Maint. Supplies	06/27/2024	29.37
AMACO	AMERICAN ART CLAY CO., INC.	173328	Classroom Supplies - Art (24-25)	06/18/2024	1,553.09
AURORACOOP	AURORA COOPERATIVE	6238566	Weed Control Chemicals	05/13/2024	280.34
AURORACOOP	AURORA COOPERATIVE	6268442	Tires - 2016 Ford Transit	05/29/2024	964.69
BCNTELEC	BCN TELECOM INC TBS	23758098-0001	Long-Distance Phone	07/01/2024	63.17
BLACKHILLS	BLACK HILLS ENERGY	07.03.2024-0001	Natural Gas	07/03/2024	611.31
BOMGAARS	BOMGAARS SUPPLY, INC.	6.16.2024 -0001	Supplies - Maint,Trans, and Ag	06/16/2024	795.23
BOYSTOWN	BOYS' TOWN	CINV-00008-0002	SPED Svcs (May)	05/31/2024	15,091.20
BRENLAWN	BRENNAN'S LAWN CARE, INC.	06.10.2024	2nd Application - Lawn Svcs	06/10/2024	1,951.00
CENTNEBRRE	CENTRAL NEBRASKA REHABILITATION SERVICES	15199-0001	OT/PT Svcs (May)	06/06/2024	2,223.61
CENTNEBRRE	CENTRAL NEBRASKA REHABILITATION SERVICES	15259-0001	OT/PT Svcs (Jun)	07/02/2024	667.57
CENTLINK	CENTURY LINK	334017198-0005	Preschool Phone Svc 754-6006	06/10/2024	155.57
CENTLINK	CENTURY LINK	334101401-0003	Phone Svc 754-4433	06/10/2024	283.16
CITYLIBM	CITY OF ST PAUL LIBRARY MAINT	1025	2024 Annual Maint. Reserve	06/11/2024	2,500.00
CITYLIBR	CITY OF ST. PAUL	Q2 2024 Stmt	Library Shared Expenses (Q2)	06/30/2024	4,726.38
CITYOFST	CITY OF ST. PAUL	06.30.2024-0001	Electric, Water, Sewer	07/20/2024	12,249.53
CONSTRUC	CONSTRUCTION RENTAL INC.	487836-3	Genie Lift Rental	06/19/2024	302.50
CULLIGAN	CULLIGAN OF GRAND ISLAND	06.30.2024-0001	Office Supplies - Elem/HS	06/30/2024	99.00
DASSTACC	DAS STATE ACCOUNTING-CENTRAL FINANCE OCIO	1430836-0001	Internet Connection (May)	06/12/2024	267.63

Invoice Listing - Summary

Posted - All; Batch Description 4 Records Selected; Void Status Not Voided

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
DEMCO	DEMCO	7495722	Classroom Furniture	06/13/2024	424.83
EAKES	EAKES OFFICE SOLUTIONS	INV563915-0001	(5) Copiers Contract	06/27/2024	500.00
ESU10	EDUCATIONAL SERVICE UNIT 10	06.30.2024-0001	Psych and SPED Supp. Supervision	06/30/2024	3,938.61
ESU10	EDUCATIONAL SERVICE UNIT 10	24820-1-0001	Workshopts - GenEd and SPED	06/20/2024	1,000.00
ESU7	EDUCATIONAL SERVICE UNIT 7	05.31.2024-0001	Pysch Contract Svcs (May)	05/31/2024	1,140.00
EVERYDAY	EVERYDAY SPEECH LLC	134439	Everyday Speech Subscription (24-25)	06/20/2024	399.99
GOODHEART	GOODHEART-WILCOX PUBLISHER	01989099	Classroom Resources - STS (24-25)	06/18/2024	600.00
PHONOGRAPH	HAPP, MICHAEL	06.30.2024-0001	Mtg Notices and Minutes	06/30/2024	292.06
HOMEDEPO	HD SUPPLY	809784960	Maint. Supplies	06/13/2024	29.62
HOMEDEPO	HD SUPPLY	810486654	Maint. Supplies	06/18/2024	29.12
HOMEDEPO	HD SUPPLY	810712398	Maint. Supplies	06/19/2024	48.90
HIRERIGH	HIRERIGHT, LLC	P1233996	Driver Screening Svcs	06/30/2024	163.10
HOLIDAYI	HOLIDAY INN-KEARNEY	06.10.2024	Nursing Conf.- Hotel	06/10/2024	124.95
HOLIDAYI	HOLIDAY INN-KEARNEY	06.14.2024	Conf Hotel - BOE Mmbr	06/14/2024	139.95
HOMETLEAS	HOMETOWN LEASING	Pmt 22-0001	Elem-Copier Lease	06/30/2024	100.00
HOMEMARK	HOMETOWN MARKET	001007600739	Kindergarten Grad Supplies	05/13/2024	25.56
HOWARDCOM E	HOWARD COUNTY MEDICAL CENTER	HBAJ151596	Driver Physical	06/04/2024	100.00
HOWARDCOM E	HOWARD COUNTY MEDICAL CENTER	HBAJ161266	Driver Labs	06/03/2024	35.00
HOWARDCOM E	HOWARD COUNTY MEDICAL CENTER	HBAJ163404	Driver Labs	06/04/2024	43.00
HOWARDCOM E	HOWARD COUNTY MEDICAL CENTER	HBAJ208632	Driver Labs	06/12/2024	35.00
IXLLEARN	IXL LEARNING, INC.	S495633	IXL Licensing 2024-2025 (1st Inst)	06/08/2024	24,358.00
JAMF	JAMF SOFTWARE, LLC	INV387987	Apple/Mac Device Mgmt Software	05/29/2024	1,400.00
JOHNDEERFI	JOHN DEERE FINANCIAL	3859273	Grounds Equipment Parta	05/30/2024	72.51
KCAV	KCAV	44913	RiseVision Subscription	06/11/2024	504.00
KCAV	KCAV	45450	86" Smart Board	06/28/2024	3,237.64
KIDACADEMY	KID ACADEMY	0071	Preschool Expenses (Apr)	04/30/2024	534.68
KIDACADEMY	KID ACADEMY	0072	Preschool Expenses (May)	05/31/2024	490.10
KSBSCHOLAW	KSB SCHOOL LAW	16718	Legal Svcs (Jun)	07/01/2024	360.00
MIKESGLASS	LACHNIT, IVAN	4120	Window Tinting - HS	06/14/2024	3,896.00
LIFETRAC	LIFE TRACK SERVICES	30670	Senior Exit/Grad Survey	06/18/2024	550.00
LIVEWELL	LIVE WELL COUNSELING CENTER	06.03.2024-0001	School Interventionist (Jul)	06/03/2024	833.33
MCCARTYCON	MCCARTY, MATHEW	24-44	Bathroom Remodel-1951 Wing	06/14/2024	1,000.00
MCGRHILL	MCGRAW HILL LLC	132802701001	ELA Curriculum - 24-25	06/10/2024	18,338.86
MENARDS	MENARDS	66447	Maint. Supplies and Roof Coating	06/12/2024	618.60
MENARDS	MENARDS	86830	Bathroom Remodel - 1951 Wing	06/19/2024	225.00

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<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
NCSA	NE COUNCIL OF SCHOOL ADMINISTRATORS	e16625-725998	'24 Admin Days - Elem Princ.	05/08/2024	225.00
NRCSA	NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION	Mem213 (24-25)	24-25 Membership Dues	07/01/2024	850.00
NSCA	NEBRASKA SCHOOL COUNSELOR ASSOCIATION	223	Membership-HS Guidance	07/05/2024	40.00
NEBRCENT	NEBRASKA/CENTRAL EQUIPMENT INC.	0172831-IN	Trans. Parts	06/13/2024	184.50
ONESOURCE	ONE SOURCE THE BACKGROUND CHECK COMPANY	2022158020	Background Checks & E-verify	07/01/2024	192.00
PARTSBIN	PARTS BIN, INC., THE	06.30.2024-0001	Supplies - Trans.	06/30/2024	249.04
PRESTOX	PRESTO-X COMPANY	61511763-0001	Pest Control (Jun)	06/20/2024	130.52
PRESTOX	PRESTO-X COMPANY	61511764-0001	Pest Control-Preschool (Jun)	06/20/2024	45.99
RAMONSTILE	RAMON'S TILE LLC	1570	Wall Tile Installation	07/05/2024	3,000.00
RASMMECHSE	RASMUSSEN MECHANICAL SERVICES	CON012645	24-25 Preventative Maint. Agreement	05/31/2024	14,527.00
RASMMECHSE	RASMUSSEN MECHANICAL SERVICES	SRV112429	Repairs - HS Chiller	06/07/2024	500.90
REAMS	REAMS SPRINKLER SUPPLY, CO	0016018187-001.	Sprinkler Parts	06/10/2024	228.00
RENALEAR	RENAISSANCE LEARNING INC	INV5326015	eduClimber Software	06/17/2024	6,030.15
SESMITH	S.E. SMITH & SONS	06.25.2024-0001	Supplies - Maint and Ag	06/25/2024	248.25
SCHOHECO	SCHOOL HEALTH CORP	CINV000051198	Office and Nurse Supplies - 24-25	06/05/2024	36.17
SCHOSPEC	SCHOOL SPECIALITY LLC	208134249889	Cafeteria Tables and Classroom Chairs	06/30/2024	11,520.00
SCHOSPEC	SCHOOL SPECIALITY LLC	308104514590	Workroom Supplies - Elem and HS (24-25)	06/06/2024	97.05
SCHOOLSIN	SCHOOLSIN	INV0089038	Desks (51)	06/27/2024	13,755.74
SMITWELD	SMITH WELDING SHOP, INC.	30140	Trophy Brackets	06/25/2024	89.92
SOFTUNLI	SOFTWARE UNLIMITED	20240628-087	Accounting Software (Annual Renewal)	06/29/2024	7,200.00
STPAULPU	ST. PAUL DIST REIMB. ACCT	06.30.2024	Tuit. Reimb, Supplies, Driver Rec., etc.	06/30/2024	1,642.99
TEACSTRA	TEACHING STRATEGIES LLC	INV195828	SPED Assessment (24-25)	06/24/2024	65.00
TIMEMANA	TIME MANAGEMENT SYSTEMS	313126-0001	Time Clock Subscription	07/01/2024	142.80
TRUCCENTOM	TRUCK CENTER COMPANIES	XA105071608:01	Trans. Parts	05/31/2024	969.70
TRUCCENTOM	TRUCK CENTER COMPANIES	XA105072244:01	Returned Trans. Parts	06/04/2024	(236.88)
TRUCCENTOM	TRUCK CENTER COMPANIES	XA105072245:01	Trans. Parts	06/12/2024	479.54
TRUCCENTOM	TRUCK CENTER COMPANIES	XA105073164:01	Returned Trans. Parts	06/20/2024	(26.16)
TRUCCENTOM	TRUCK CENTER COMPANIES	XA105073325:01	Trans. Parts	06/25/2024	163.79
TWINRIVERS	TWIN RIVERS HEALTH CARE, LLC	06.27.2024 Stmt	Driver Physical	06/27/2024	125.00
USBANK	US BANK	06.25.2024 Stmt	Conf Meals, Supplies, etc.	06/25/2024	2,015.41
VOYASOPRIS	VOYAGER SOPRIS LEARNING	7888441	ELA Curriculum - 24-25	05/31/2024	910.80
WELLSPLU	WELLS PLUMBING & HEATING CO., INC.	62676	HVAC Repairs - WAC	06/20/2024	991.35
WEXBANK	WEX BANK	06.30.2024-0001	Fuel	06/30/2024	1,303.84
					180,662.31

Reimbursements Jul 2024		
Payee	Description	Amount
Jordyn Lindsay	Grad. Tuition Reimbursement	\$300.00
Alex Lindsay	Grad. Tuition Reimbursement	\$300.00
Allyson Wilson	Summer School Supplies	\$22.01
Boyd Bowder	NCE Conf. Hotel	\$271.24
Sysco	Supplies - Retirement Recognition	\$23.50
Sysco	Supplies - Kindergarten Graduation	\$74.94
NE DMV	Driver Records	\$390.00
Heide Stelk	Mileage to/from Kearney Conf.	\$93.80
Stephanie Holdsworth	Mileage to/from Lincoln Conf.	\$167.50
	Total	\$1,642.99

St. Paul Public Schools			
Jun 2024 Credit Card Report (05.28.2024 - 06.25.2024)			
Date	Transaction	Amount	Description
5/20/2024	NEW VICTORIAN SUITES	-\$59.76	STATE TENNIS HOTEL - TAX REFUND
6/4/2024	HOLIDAY INN EXP & SUITES	\$749.00	WRESTLING CAMP - HOTELS
6/18/2024	ENTOURAGE YEARBOOKS	\$330.00	YEARBOOK
	ACTIVITY FUND TOTAL	\$1,019.24	
5/27/2024	GLOWFORGE.COM	\$239.40	GRAPHICS SUBSCRIPTION - AG AND STS
6/5/2024	WALGREENS	\$103.77	PICTURES DISPLAY-ELEM
6/6/2024	CASEYS	\$36.00	SUMMER SCHOOL SUPPLIES
6/10/2024	PATTYS PUB	\$43.85	NDE AI CONF. MEAL
6/10/2024	COMFORT SUITES EAST	\$636.70	NDE AI CONF. HOTELS
6/10/2024	CHATGPT	\$60.00	COMMUNICATION SUBSCRIPTION
6/10/2024	LAZLO'S BREWERY AND GRILL	\$93.23	NDE AI CONF. MEAL
6/20/2024	QUALITY INN COLUMBUS	\$84.00	PROF. DEVELOPMENT CONF. - HOTEL
6/20/2024	WALMART	\$18.51	CLASSROOM SUPPLIES - SPED (24-25)
6/24/2024	GRAMMARLY	\$144.00	COMMUNICATION SUBSCRIPTION - GUIDANCE
6/24/2024	BAND SHOPPE	\$555.95	COLOR GUARD SUPPLIES
	GENERAL FUND TOTAL	\$2,015.41	
	Total	\$3,034.65	
	General Fund Total	\$2,015.41	
	Activities Fund Total	\$1,019.24	
		\$3,034.65	

Invoice Listing - Summary

Posted - All; Batch Description 2 Records Selected

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	CC:	Invoice Amount
HOBART	E.F., INC.	XB40007	Dishwasher Curtains	06/06/2024	06/14/2024	6	6752		699.51
HILADAIR	HILAND DAIRY FOODS	1125321	Milk & Juice	05/06/2024	06/14/2024	6	6753		476.63
HILADAIR	HILAND DAIRY FOODS	1125379	Milk & Juice	05/09/2024	06/14/2024	6	6753		250.50
HILADAIR	HILAND DAIRY FOODS	1125443	Milk & Juice	05/13/2024	06/14/2024	6	6753		267.74
HILADAIR	HILAND DAIRY FOODS	1125500	Milk & Juice	05/16/2024	06/14/2024	6	6753		208.75
HILADAIR	HILAND DAIRY FOODS	1125560	Returned Milk & Juice	05/20/2024	06/14/2024	6	6753		(50.00)
HOMEMARK	HOMETOWN MARKET	001083450822	Food Items	05/03/2024	06/14/2024	6	6754		2.13
HOMEMARK	HOMETOWN MARKET	001096840739	Food Items	05/08/2024	06/14/2024	6	6754		5.34
HOMEMARK	HOMETOWN MARKET	001099270754	Food Items	05/09/2024	06/14/2024	6	6754		7.98
SPPSGENFUN	ST PAUL PUBLIC SCHOOL GENERAL FUND	06.14.2024	06.14.2024 Lunch Fund Payroll Payback	06/14/2024	06/14/2024	6	6758		14,450.71
STPAULPU	ST. PAUL DISTRICT REIMBURSEMENT ACCT	05.20.2024	Lunch Acct Refunds	06/13/2024	06/14/2024	6	6755		524.51
SYSCLINC	SYSKO LINCOLN	561635118	Food Items and Supplies	05/02/2024	06/14/2024	6	6756		2,855.19
SYSCLINC	SYSKO LINCOLN	561646722	Food Items and Supplies	05/09/2024	06/14/2024	6	6756		2,914.53
SYSCLINC	SYSKO LINCOLN	561646723	Food Items	05/09/2024	06/14/2024	6	6756		417.68
USFOODS	US FOODS GRAND ISLAND	4448915	Food Items	05/02/2024	06/14/2024	6	6757		1,011.10
USFOODS	US FOODS GRAND ISLAND	4579410	Food Items	05/07/2024	06/14/2024	6	6757		37.83
USFOODS	US FOODS GRAND ISLAND	4631373	Food Items	05/09/2024	06/14/2024	6	6757		856.58
USFOODS	US FOODS GRAND ISLAND	4645597	Food Items	05/09/2024	06/14/2024	6	6757		70.08
Report Total:									25,006.79

St. Paul Public School

Adam Patrick, Superintendent
 Richard Moore, Secondary Principal
 Alex Egger, Elementary Principal
 Rob Wegner, AD/Assistant Principal
 Kim Schulte, Special Education Director

1305 Howard Ave.
 POB 325
 St. Paul, NE 68873
 Phone (308) -754-4433
 Fax (308)-754-5374
 www.stpaulpublicschools.org



BOARD OF EDUCATION

PAGE 1

July 8, 2024

FINANCIAL REPORT

GENERAL FUND

BEGINNING BALANCE \$ 4,876,115.47

RECEIPTS:

Local County Taxes - Howard	\$ 440,933.71
Local County Taxes - Greeley	\$ 4,111.62
State Aid	\$ 182,171.00
SPED School Age 22-23	\$ 103,980.00
Early Childhood Endowment Grant	\$ 66,639.00
SPED Transportation 21-22	\$ 23,907.00
Medicaid Direct Services (Dec 23-Feb 24)	\$ 5,609.94
Medicaid Admin Claims (Dec 23-Feb 24)	\$ 1,616.55
City of St. Paul - Bath Tissue and Copy Paper	\$ 566.14
Staff Summer Insurance Premiums	\$ 544.26
Rotary Int'l of SP - Greenhouse Donation	\$ 250.00
Vendor Refund - Overpayment Aug '20	\$ 41.95
a Book Company LLC	\$ 8.00
Interest	\$ 15,585.30

TOTAL RECEIPTS: \$ 845,964.47

LESS DISBURSEMENTS:

Bills	\$ (109,582.16)
Salaries & Benefits	\$ (608,756.73)
Transfer to Activity Fund	\$ -
	\$ (718,338.89)

GRAND TOTAL GENERAL FUND MONTH ENDED - June 30, 2024 \$ 5,003,741.05

FUND TOTAL FROM PREVIOUS YEAR \$ 3,994,304.36

Budget 2023-2024	\$ 10,183,181.00	
Sept - Jun Expenditures	\$ (8,134,674.84)	79.88%
Remaining Budget	\$ 2,048,506.16	
Current Month:		
Bills	\$ (180,662.28)	
Salary & Wages	\$ (596,013.38)	
Local Property Taxes	\$ -	PENDING
	\$ (776,675.66)	
Fund Account Total	\$ 4,227,065.39	

<u>BUILDING MAINTENANCE FUND</u>			
CHECKING	BEGINNING BALANCE		\$ 2,055.28
	Transfer from MMA	\$ -	
	Vendor Checks	\$ -	
	Misc.	\$ -	
	Interest	\$ 1.58	
			\$ 1.58
	ACCOUNT TOTAL		\$ 2,056.86
MONEY MARKET	BEGINNING BALANCE		\$ 852,691.13
	Local County Taxes - Howard	\$ 8,328.19	
	Local County Taxes - Greeley	\$ 85.80	
	Greeley County	\$ -	
	Interest	\$ 1,645.10	
			\$ 10,059.09
	ACCOUNT TOTAL		\$ 862,750.22
GRAND TOTAL BUILDING MAINTENANCE FUND - June 30, 2024			\$ 864,807.08

Budget 2023-2024	\$ 885,956.00	
Sept - Jun Expenditures	\$ -	0.00%
Remaining Budget	\$ 885,956.00	
Current Month:		
Local Property Taxes	\$ 8,413.99	
Fund Account Total	\$ 873,221.07	

<u>DEPRECIATION FUND</u>			
CHECKING	BEGINNING BALANCE		\$ 143.64
	Transfer from MMA	\$ -	
	Vendor Bills	\$ -	
	Purchased Vehicle	\$ -	
	Interest	\$ 0.11	
			\$ 0.11
	ACCOUNT TOTAL		\$ 143.75
MONEY MARKET	BEGINNING BALANCE		\$ 570,788.55
	Transfer to Checking	\$ -	
	Transfer from General Fund	\$ -	
	Interest	\$ 1,094.66	
			\$ 1,094.66
	ACCOUNT TOTAL		\$ 571,883.21
GRAND TOTAL DEPRECIATION FUND - June 30, 2024			\$ 572,026.96

Budget 2023-2024	\$ 564,119.00	
Sept - Jun Expenditures	\$ -	0.00%
Remaining Budget	\$ 564,119.00	
Current Month:		
Fees Refunded	\$ -	
Equipment Sold	\$ -	
Fund Account Total	\$ 572,026.96	

BOND FUND			
CHECKING	BEGINNING BALANCE		\$ 5,447.84
	Transfer from MMA	\$ -	
	Bond Payment - via ACH	\$ -	
	Interest	\$ 4.18	
			\$ 4.18
	ACCOUNT TOTAL		\$ 5,452.02
MONEY MARKET	BEGINNING BALANCE		\$ 406,822.62
	Local County Taxes - Howard	\$ 26,026.06	
	Local County Taxes - Greeley	\$ 268.14	
	Transfer to Checking	\$ -	
	Interest	\$ 648.66	
			\$ 26,942.86
	ACCOUNT TOTAL		\$ 433,765.48
GRAND TOTAL BOND FUND - June 30, 2024			\$ 439,217.50

Budget 2023-2024	\$ 680,093.00	
Sept - Jun Expenditures	\$ -	0.00%
Remaining Budget	\$ 680,093.00	
Current Month:		
Bond Payment	\$ -	
Local Property Taxes	\$ -	
	\$ -	
Fund Account Total	\$ 439,217.50	

HOT LUNCH FUND			
CHECKING	BEGINNING BALANCE		\$ 150,080.13
	Federal/State Receipts	\$ 12,640.08	
	Meal Account Receipts	\$ 589.90	
	Milk Account, ASP and Other Receipts	\$ -	
	Head Start and Preschool Tuition	\$ -	
	Vendor Rebate	\$ 90.55	
	Interest	\$ 113.27	
	Payroll	\$ (14,450.71)	
	Exp.: Food, Milk/Juice, etc.	\$ (10,556.08)	
			\$ (11,572.99)
	ACCOUNT TOTAL		\$ 138,507.14
MONEY MARKET	BEGINNING BALANCE		\$ 63,404.44
	Deposits	\$ -	
	Transfer Checking	\$ -	
	Interest	\$ 72.96	
			\$ 72.96
	ACCOUNT TOTAL		\$ 63,477.40
GRAND TOTAL HOT LUNCH FUND - June 30, 2024			\$ 201,984.54

Budget 2023-2024	\$ 635,680.00	
Sept - Jun Expenditures	\$ (390,424.42)	61.42%
Remaining Budget	\$ 245,255.58	

<u>EMPLOYEE BENEFIT FUND</u>			
CHECKING	BEGINNING BALANCE		\$ 260.81
	Interest	\$ 0.20	
			\$ 0.20
	ACCOUNT TOTAL		\$ 261.01
MONEY MARKET	BEGINNING BALANCE		\$ 16,473.06
	Interest	\$ 18.96	
			\$ 18.96
	ACCOUNT TOTAL		\$ 16,492.02
GRAND TOTAL EMPLOYEE BENEFIT FUND - June 30, 2024			\$ 16,753.03

Budget 2023-2024	\$ 17,128.00	
Sept - Jun Expenditures	\$ -	0.00%
Remaining Budget	\$ 17,128.00	

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2024 - 06/2024

Regular; Beginning Month 06/2024; Processing Month 06/2024; Accounts to Include Accounts with Activity; Fund
Number 05

Fund: 05 STUDENT ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0100	GENERAL FUND EQUITY	4,337.62	0.00	0.00	0.00	4,337.62
05 704 0101	STUDENAT AGENDA EQUITY	1,096.48	0.00	0.00	0.00	1,096.48
05 704 0103	CIRCLE OF FRIENDS EQUITY	1,912.75	45.98	0.00	0.00	1,866.77
05 704 0104	ELEMENTARY EQUITY	(283.65)	40.00	0.00	0.00	(323.65)
05 704 0105	ESU REIMB EQUITY	3,036.03	0.00	0.00	0.00	3,036.03
05 704 0106	INTEREST EQUITY	5,791.98	0.00	355.08	0.00	6,147.06
05 704 0113	YEARBOOK 2015 EQUITY	4,800.09	0.00	390.00	0.00	5,190.09
05 704 0214	SOPHOMORE CLASS EQUITY	2,628.21	500.00	0.00	0.00	2,128.21
05 704 0215	SENIOR CLASS EQUITY	1,709.25	0.00	0.00	0.00	1,709.25
05 704 0216	JUNIOR CLASS EQUITY	247.10	0.00	0.00	0.00	247.10
05 704 0217	FRESHMAN CLASS EQUITY	1,202.00	0.00	0.00	0.00	1,202.00
05 704 0302	CHEER SQUAD EQUITY	(1,133.54)	1,949.83	0.00	0.00	(3,083.37)
05 704 0303	ROBOTICS EQUITY	1,909.24	795.88	0.00	0.00	1,113.36
05 704 0304	DANCE SQUAD EQUITY	(1,776.64)	681.79	0.00	0.00	(2,458.43)
05 704 0320	SCHOLARSHIP EQUITY	30,457.42	2,000.00	0.00	0.00	28,457.42
05 704 0340	VOCAL MUSIC EQUITY	1,184.33	0.00	0.00	0.00	1,184.33
05 704 0350	INSTRUMENTAL MUSIC EQUITY	619.65	0.00	0.00	0.00	619.65
05 704 0351	MUSIC TRIP EQUITY	3,219.81	0.00	0.00	0.00	3,219.81
05 704 0359	ONE ACT EQUITY	(62.17)	0.00	0.00	0.00	(62.17)
05 704 0360	MUSICAL/VARIETY SHOW EQUITY	2,606.90	0.00	0.00	0.00	2,606.90
05 704 0362	ALL SCHOOL PLAY EQUITY	1,477.19	0.00	0.00	0.00	1,477.19
05 704 0370	STUDENT COUNCIL EQUITY	1,048.75	300.00	0.00	0.00	748.75
05 704 0380	SENIOR ART TRIP EQUITY	432.74	0.00	0.00	0.00	432.74
05 704 0381	ART CLUB EQUITY	2,375.86	0.00	0.00	0.00	2,375.86
05 704 0390	TRANSPORTATION FUND EQUITY	3,115.62	0.00	0.00	0.00	3,115.62
05 704 0500	ACTIVITIES EQUITY	(21,962.31)	10,620.62	0.00	0.00	(32,582.93)
05 704 0501	WRESTLING FUND EQUITY	836.54	0.00	0.00	0.00	836.54
05 704 0502	WEIGHT ROOM KEYS EQUITY	307.51	0.00	0.00	0.00	307.51
05 704 0503	FOOTBALL FUND EQUITY	1,370.81	80.00	0.00	0.00	1,290.81
05 704 0504	GIRLS BASKETBALL FUND EQUITY	7,458.61	3,259.07	0.00	0.00	4,199.54
05 704 0505	GIRLS GOLF EQUITY BALANCE	3,401.50	0.00	50.00	0.00	3,451.50
05 704 0506	BOYS BASKETBALL	2,619.53	960.00	40.00	0.00	1,699.53
05 704 0507	VOLLEYBALL EQUITY	2,611.80	262.50	990.00	0.00	3,339.30
05 704 0508	SOFTBALL EQUITY	1,868.60	0.00	0.00	0.00	1,868.60
05 704 0509	CONCESSIONS EQUITY	2,552.39	15.87	0.00	0.00	2,536.52
05 704 0510	TENNIS EQUITY	(2.35)	0.00	0.00	0.00	(2.35)

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2024 - 06/2024

Regular; Beginning Month 06/2024; Processing Month 06/2024; Accounts to Include Accounts with Activity; Fund
Number 05

Fund: 05 STUDENT ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0511	BASEBALL EQUITY	38.82	0.00	0.00	0.00	38.82
05 704 0512	TRACK AND FIELD EQUITY	635.62	0.00	0.00	0.00	635.62
05 704 0513	ATHLETIC TECH EQUITY	6,120.00	0.00	550.00	0.00	6,670.00
05 704 0600	FFA EQUITY	26,753.67	438.76	0.00	0.00	26,314.91
05 704 0602	MATILDA EQUITY	7,589.82	0.00	0.00	0.00	7,589.82
05 704 0700	FCCLA EQUITY	10,823.32	6,459.72	1,984.00	0.00	6,347.60
05 704 0800	FBLA EQUITY	(1,236.92)	0.00	2,700.00	0.00	1,463.08
05 704 0801	MATH/SCIENCE CLUB EQUITY	5,354.17	136.14	0.00	0.00	5,218.03
Fund Total: 05		129,094.15	28,546.16	7,059.08	0.00	107,607.07

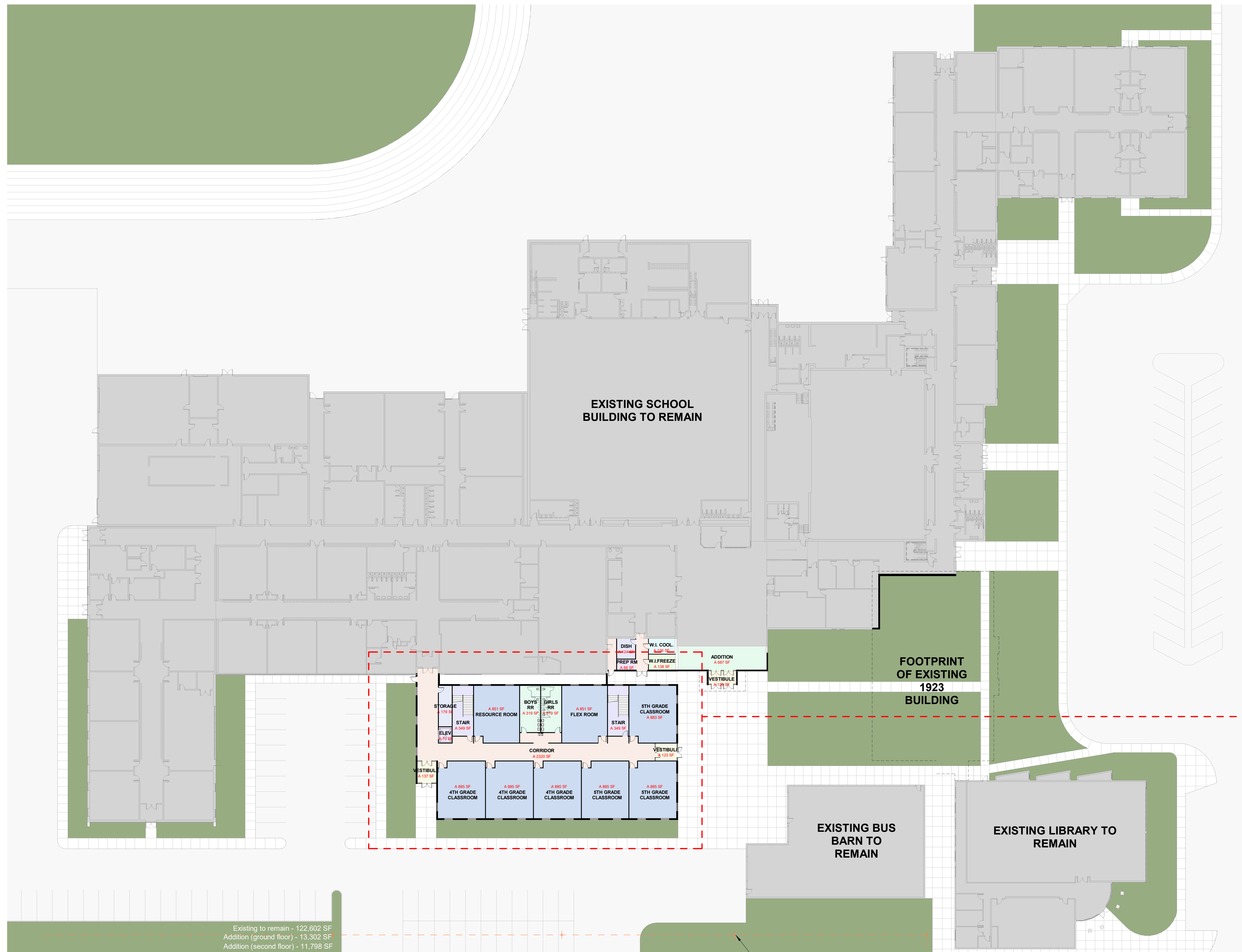
2023-2024 Option Students
July 2024

Option In

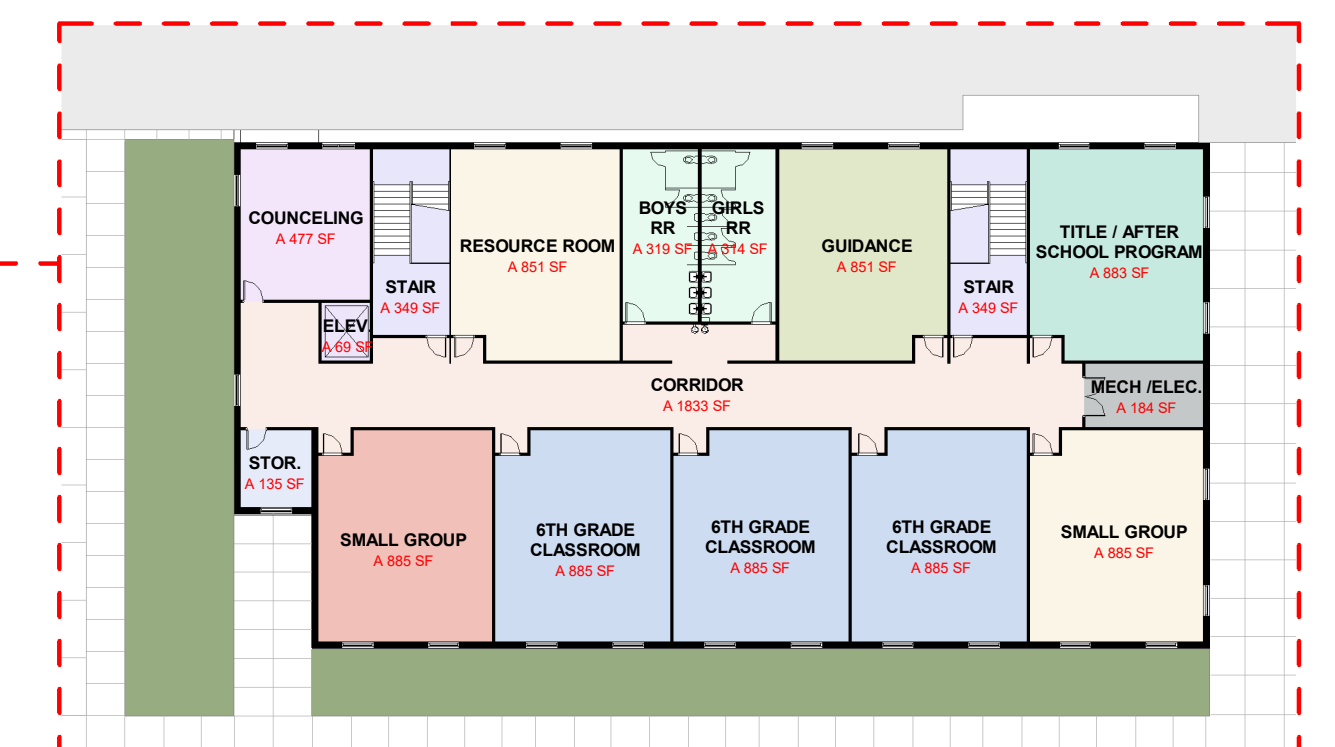
<u>NAME</u>	<u>GRADE</u>	<u>FROM</u>
Baylor Bollwitt	K	GIPS
Paxton Fousek	K	Elba
Alexander Jonak	K	Elba
Hughes Moody	K	GINW
Theodore Moody	K	GINW

Option Out

<u>NAME</u>	<u>GRADE</u>	<u>TO</u>
Dylan Borwege	K	Central Valley
Hennessy Holthaus	K	Palmer
Ronan Houdek	K	Elba
Caleb Meyer	K	Palmer
Riley Paxton	K	Palmer
Rikki Thompson	K	Palmer
Morgan Hall	4	Palmer
Hayes Larsen	8	Elba

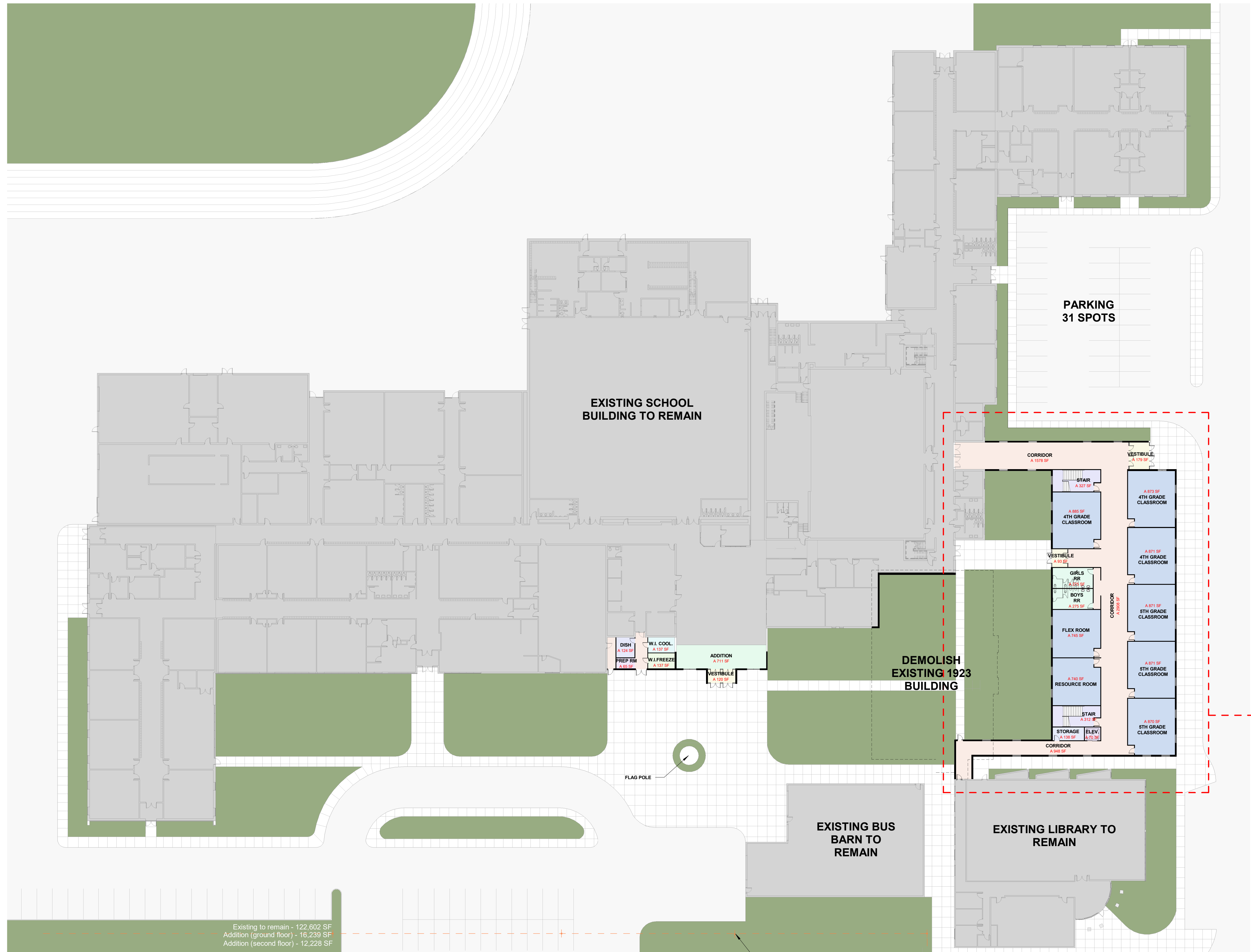


SCHEMATIC SITE PLAN - OPTION 7
SCALE: 1" = 30'-0"

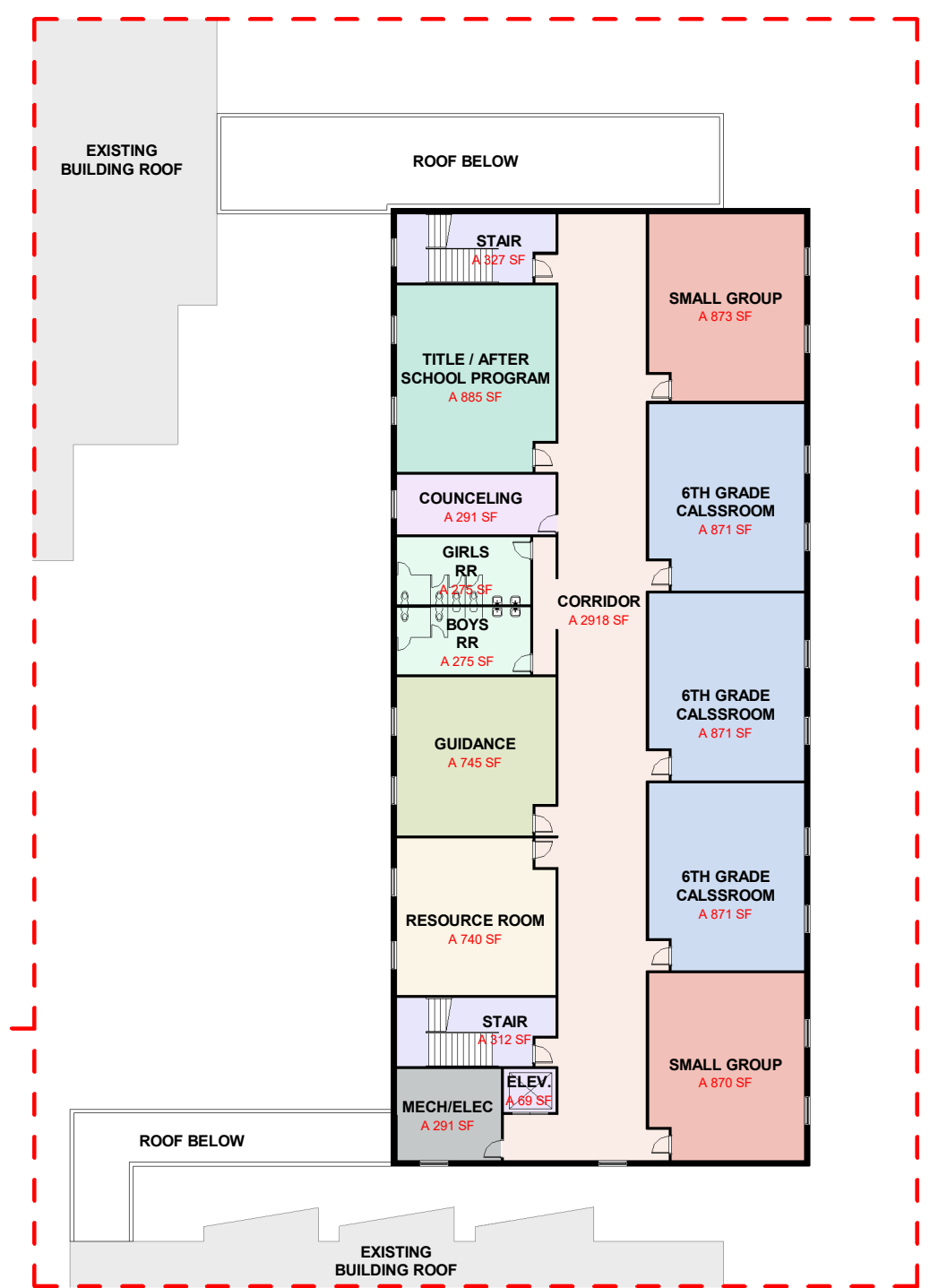


SECOND FLOOR PLAN - OPTION 7
SCALE: 1" = 30'-0"





1 SCHEMATIC SITE PLAN - OPTION 8
 SCALE: 1" = 30'-0"



2 SECOND FLOOR PLAN - OPTION 8
 SCALE: 1" = 30'-0"



5045: Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher,

coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$ 0.

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

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities.

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

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

- A.** The following list details the maximum dollar amount of all extracurricular activity fees and the specifications for any equipment or attire required for participation in extracurricular activities:
 - i.** Student activity card \$20.00 - Covers admission to all extracurricular events excluding all-school play, musical, variety show, district events hosted by St. Paul Schools, and one-act play performances.
 - ii.** Art Club - \$10.00
 - iii.** FBLA - Future Business Leaders of America - \$20 Dues, \$22 Polo Shirt.
 - iv.** FCCLA - Family, Career and Community Leaders of America - \$25.00

- v. FFA - Future Farmers of America student must purchase their own jackets which are approximately \$50 and pay dues of \$25.
- vi. Math and Science Club - \$30.00
- vii. NHS - National Honor Society - \$0.00
- viii. Robotics - \$0.00
- ix. Cheerleading - 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 \$181.00
- x. Dance - 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 \$129.00
- xi. 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 \$0.00
- xii. Football students must provide their own football shoes, undergarments, and mouth guard.
- xiii. Golf students must provide their own golf shoes, undergarments, and clubs.
- xiv. Softball students must provide their own shoes, gloves, and undergarments.
- xv. Volleyball, Basketball, Wrestling, and Track students must provide their own shoes and undergarments.
- xvi. Rifle and Trap Teams students must provide their own weapons and ammunition
- xvii.

B. Follow-Up Drug Testing and Drug-Alcohol Course

- a. Students who fail a random drug test must receive 3 negative tests prior to returning to activity participation. The tests are \$45 each.
- b. Students who fail a random drug test must complete a drug and alcohol course prior to returning to activity participation. The course is \$60.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district

shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be \$2.50 per mile.

9. Copies of Student Files or Records.

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

The district will charge a fee of \$.10 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

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

The maximum dollar amount charged by the district for these services shall be \$25.00 per month.

11. 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 \$0.00.

12. 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 \$ 2.25
 - o Reduced Price \$.40
- Breakfast Program – Grades 7-12
 - o Regular Price \$ 2.40
 - o Reduced Price \$.40
- Lunch Program – Grades K-6
 - o Regular Price \$ 3.00
 - o Reduced Price \$.40
- Lunch Program – Grades 7-12
 - o Regular Price \$ 3.30
 - o Reduced Price \$.40

13. Charges for Musical Extracurricular Activities.

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

- Band: \$ 0.00
 - o Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: \$75.00
 - o Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$75.00

14. 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 school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be **\$30.00.**

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Drug Testing

H. 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: June 11, 2018

Revised on: June 12, 2023

Reviewed on: July 11, 2022

5018: Parent and Guardian Involvement In Education Practices

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

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

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

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians 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/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

5045: Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher,

coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$ 0.

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

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities.

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

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

- A.** The following list details the maximum dollar amount of all extracurricular activity fees and the specifications for any equipment or attire required for participation in extracurricular activities:
 - i.** Student activity card \$20.00 - Covers admission to all extracurricular events excluding all-school play, musical, variety show, district events hosted by St. Paul Schools, and one-act play performances.
 - ii.** Art Club - \$10.00
 - iii.** FBLA - Future Business Leaders of America - \$20 Dues, \$22 Polo Shirt.
 - iv.** FCCLA - Family, Career and Community Leaders of America - \$25.00

- v. FFA - Future Farmers of America student must purchase their own jackets which are approximately \$50 and pay dues of \$25.
- vi. Math and Science Club - \$30.00
- vii. NHS - National Honor Society - \$0.00
- viii. Robotics - \$0.00
- ix. Cheerleading - 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 \$181.00
- x. Dance - 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 \$129.00
- xi. 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 \$0.00
- xii. Football students must provide their own football shoes, undergarments, and mouth guard.
- xiii. Golf students must provide their own golf shoes, undergarments, and clubs.
- xiv. Softball students must provide their own shoes, gloves, and undergarments.
- xv. Volleyball, Basketball, Wrestling, and Track students must provide their own shoes and undergarments.
- xvi. Rifle and Trap Teams students must provide their own weapons and ammunition
- xvii.

B. Follow-Up Drug Testing and Drug-Alcohol Course

- a. Students who fail a random drug test must receive 3 negative tests prior to returning to activity participation. The tests are \$45 each.
- b. Students who fail a random drug test must complete a drug and alcohol course prior to returning to activity participation. The course is \$60.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district

shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be \$2.50 per mile.

9. Copies of Student Files or Records.

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

The district will charge a fee of \$.10 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

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

The maximum dollar amount charged by the district for these services shall be \$25.00 per month.

11. 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 \$0.00.

12. 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 \$ 2.25
 - o Reduced Price \$.40
- Breakfast Program – Grades 7-12
 - o Regular Price \$ 2.40
 - o Reduced Price \$.40
- Lunch Program – Grades K-6
 - o Regular Price \$ 3.00
 - o Reduced Price \$.40
- Lunch Program – Grades 7-12
 - o Regular Price \$ 3.30
 - o Reduced Price \$.40

13. Charges for Musical Extracurricular Activities.

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

- Band: \$ 0.00
 - o Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: \$75.00
 - o Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$75.00

14. 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 school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be **\$30.00.**

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Drug Testing

H. 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: June 11, 2018

Revised on: June 12, 2023

Reviewed on: July 11, 2022

St. Paul Public School Activities Handbook



Rules and Regulations 2024 - 2025

Head Varsity Football Coach - Cody Wheeler
 Assist. Varsity Football Coach - Chip Bahe
 Assistant Varsity Football Coach - Alex Lindsay
 Assist. Varsity Football Coach - Devin Solko
 Assistant Varsity Football Coach -
 Junior High Football Coach - Dustin Nilson
 Junior High Football Coach - Travis Brouillette
 Head Varsity Volleyball Coach - Matt Koehn-Fairbanks
 Assist. Varsity Volleyball Coach - Steph Grabowski
 Assistant Varsity Volleyball Coach - Stacey Keller
 Junior High Volleyball Coach - Becca Bentz
 Junior High Volleyball Coach - Mackenzie Loofe
 Junior High & Varsity Cross Country Coach - Don Kleinsasser
 Girls Golf Coach - Ashley Lynch
 Head Varsity Softball Coach - Kali Volk
 Assist. Softball Coach - Dave Prokesh
 Assist. Softball Coach - Stephanie Holdsworth
 Head Varsity Boys Basketball Coach - Chip Bahe
 Assist. Varsity Boys Basketball Coach - Rob Wegner
 Freshman Boys Basketball Coach -
 Junior High Boys Basketball Coach - Travis Brouillette
 Junior High Boys Basketball Coach - Kurt Harders
 Head Varsity Girls Basketball Coach - Kevin Brandt
 Assist. Varsity Girls Basketball Coach - Ashley Lynch
 Assist. Varsity Girls Basketball Coach - Don Kleinsasser
 Junior High Girls Basketball Coach - Kali Volk
 Junior High Girls Basketball Coach - Travis Brouillette
 Head Varsity Wrestling Coach - Connor Bolling
 Assist. Varsity Wrestling Coach - Boyd Bowder
 Junior High Wrestling Coach - Boyd Bowder
 Junior High Wrestling Coach - Connor Bolling
 Head Varsity Track Coach - Matt-Koehn-Fairbanks
 Assist. Track Coach -Autumn Wegner
 Assist. Track Coach - Devin Solko
 Assistant Track Coach - Stacey Keller
 Assist. Track Coach - Chris Thede
 Assist. Track Coach - Libby Beck
 Head Baseball - Branden Lemburg, Jim Sake, Scott Heater
 Head Tennis Coach - Megan Stapel & Shelly Hueftle
 Boys Golf Coach - Rick Peters
 National Honor Society - Sarah Hill
 Head Crisis Team - Jaime Camden
 Senior Class Sponsor - Jaime Camden
 Junior Class Sponsor -Libby Beck
 Sophomore Class Sponsor - Sarah Hill
 Freshman Class Sponsor - Madi Brown
 Student Council Sponsor - Libby Beck
 Dance Team Sponsor - Jackie Fitzgerald
 Cheerleader Sponsor - Ashley Weber
 Speech Team Sponsor - Jordyn Lindsay
 One-Act Play Sponsor - Jordyn Lindsay
 All School Play Sponsor - Jen Meinecke
 FCCLA Sponsor - Maria Montemagni
 FBLA Sponsor - Stephanie Holdsworth
 Yearbook Sponsor - Terri Townsend
 Instrumental Music - Danielle Spencer
 Vocal Music - Danielle Spencer
 Musical Director - Danielle Spencer
 Musical Co-Director-Andrea Zulkowski
 Variety Show Director - Danielle Spencer
 Math & Science Club Co-Sponsor - Kurt Harders
 Math & Science Club Co-Sponsor - Janessa Slattery
 Robotics - Dustin Nilson
 Teammates Co-Sponsor - Kelli Helton
 Teammates Co-Sponsor - Jaime Camden
 FFA Advisor - Boyd Bowder
 FFA Advisor - Tara Sjuts

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement and greater student self-confidence and self-esteem. St. Paul Public Schools provides students with the opportunity to participate in a comprehensive activities program which includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of 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 it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

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.

Students 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 following Section 504 Coordinator: Jaime Camden at 308-754-4433 (phone number), jaime.camden@spwildcat.org (e-mail address) or in person at school. Students 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 following Title IX Coordinator: Rob Wegner at 308-754-4433 (phone number), rob.wegner@spwildcat.org (e-mail 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: [Notice of Nondiscrimination](#). Students 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 following Title VI Coordinator: Rob Wegner at 308-754-4433 (phone number), rob.wegner@spwildcat.org (e-mail address), or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Rob Wegner at 308-754-4433 (phone number), rob.wegner@spwildcat.org (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 staff member will follow school district policies to respond to the report.

SECTION ONE:

GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Activity Tickets

Activity tickets may be purchased in the Athletic Director’s secretary’s office. Students showing their activity ticket will be admitted to all home athletic contests and activities. Activity tickets are not honored at conference, district, or state tournaments games, or at the school musical or all school play. The only students admitted without charge at school-sponsored activities will be those participating in or working at the contest or event. All other students will need to either purchase a single admission ticket or show their student activity ticket.

Academic Eligibility

To be eligible to participate in the school’s activity programs, each student must (1) meet Nebraska School Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 70% grade in one or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students are obligated to attend school for a minimum of four scheduled periods leading up to the practice or participation in a scheduled student activity on the same day, except in cases of family emergencies or pre-arranged absences. For example, if a student has practice or a game scheduled after school, they must attend a minimum of periods 5-8 that day before the practice or game. Additionally, students must attend school periods 5-8 on the last scheduled day of the week to participate the following day (i.e., Friday before any Saturday activities or events) unless excused due to family emergencies or pre-arranged absences.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

All activities will be canceled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration, unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The St. Paul Public School colors are royal blue and bright gold.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use the district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's website: www.stpaulpublicschools.org.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. See - **Concussions - A Parent's Guide below**. This information will include:
 1. The signs and symptoms of a concussion;
 2. The risks posed by sustaining a concussion; and
 3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;

- b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Concussions - A Parent's Guide

WHAT IS A CONCUSSION?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a healthcare professional who is familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she is allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate a concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care

provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent's Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules. Background checks are required for all St. Paul Student Guests attending a St. Paul Dance when the guest is between the ages of 18 and 21, not currently enrolled in a high school. Guests 21 or above are not permitted to attend.

- **Junior High/Middle School Dances** - Junior high/middle school (7-8) dances are restricted to St. Paul students currently enrolled in the junior high school and will be sponsored by certified staff members and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the Activities Director regarding date and times. Each dance must be sponsored by at least **two** faculty members and one additional adult **couple**. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible or have a 14 to 21 day activity suspension will not be allowed to attend school dances.
- **High School Dances** - All high school dances are restricted to St. Paul High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the Activities Director regarding date and times. Each dance must be sponsored by at least **two** faculty members and one additional adult **couple**. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible or have a 14-21 day activity suspension will not be allowed to attend school dances.
- **Homecoming and Prom** - The Homecoming Dance is open to students and guests of St. Paul High School (SPH). The Junior/Senior Prom is open to students and guests of the St. Paul High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. The administration leaves all attire decisions to the discretion of the parent/guardian, unless the attire is a safety concern.
- **Only students who meet ONE of the following criteria are permitted to attend the SPH Jr./Sr. Prom:**
 - A St. Paul High School Senior or

- A St. Paul High School Junior or
- A St. Paul High School Sophomore who was elected to serve as a prom host/hostess and has paid their class dues, or:
 - The invited DATE
 - All out-of-town and out-of-school dates must be registered by filling out the form. All those attending prom must promptly register with Mrs. Beck. If you change your date, you are required to bring them in so that Mrs. Beck can confirm the change.
- Juniors or Seniors that do not attend prom, are unable to send their date in their absence.
- Those attending prom must be there by 8:15 p.m. The doors will then be locked. If someone leaves, he/she may not return.
- Parents can be present until 8:30 p.m.
 - Individual Prom Pictures start at 5:30 p.m.; Group Pictures start at 7:30 p.m.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Eligibility- Grades 7-12

Grades for Jr.-Sr. High School students must be posted by Thursday at midnight (or the day before the last day of the school week). A pupil should never be placed on the "Ineligible List" without first being given a "warning" that they are about to fail. If the student is listed on the week's report, they will be notified of their status that day by email. This does not include grade-based school activities, Graduation, or activities requiring a non-refundable deposit. If you are on the ineligible list you may not attend PROM as this is not considered a non-refundable activity. Students will be expected to continue practicing during the week of ineligibility. In addition to the participation rule, students will also lose their hall pass privileges, Aid Period, and Senior Release privileges during the week of ineligibility, except for emergency situations. Any senior failing a required course at the end of the first semester will lose their Aid period and/or Work Release period for the entire second semester.

1. **Grades** - Students must be continuously enrolled in at least 5 credit hours of instruction per semester to be eligible to participate in activities. The first term report will be run at the end of the third week of each semester. If the student is listed on the week's report, they will be notified of their status that day by email.
 - a. If a student is failing a class or classes they are on the warning list.
 - b. If a student is failing a class or classes the following week they are ineligible Monday-Sunday.
 - c. A student must be passing all classes to regain eligibility.
 - d. If the student starts failing a class or classes again, they would be on the warning list.
 - e. If a student is failing a class or classes the following week they are ineligible.
 - f. This does not include grade-based school activities, Graduation, or activities requiring a non-refundable deposit. If you are on the ineligible list you may not attend PROM as this is not considered a non-refundable activity. Students will be expected to continue practicing during the week of ineligibility. In addition to the participation rule, students will also lose their hall pass privileges and Senior Release privileges during the week of ineligibility. Any senior failing a required course at the end of the first semester will lose their Aid period and/or Work Release period for the entire second semester.
2. **Traveling**- When a student is on the ineligible list, they will not be allowed to travel with the team/club, if the departure time is prior to the end of the school day.
3. **Class Attendance** - Any student participating in an event must attend at least ½ day (last 4 periods) of school, the day of the event. It is the Coach's or Sponsor's responsibility to check the student's attendance before allowing him/her to participate. The Activities Director can make exceptions to this rule.
4. **Community Service** - Any student that has not submitted 40 hours of Community Service to the High School Office by Winter Break of the student's senior year will be ineligible to participate in extracurricular activities and senior release. Once the 40 hours are submitted, students may resume extracurricular participation and work release obligations (this does include ALL school dances).
5. **Participation** - No student will be allowed to practice or participate until he/she has turned into the Activities Office the physical/consent form signed by the Medical Provider, Student and Parent.
6. **Chromebook Usage** - Students on the ineligible list will have restrictions put on their computer until they are off of the ineligible list. Students will still be able to access sites that are used by teachers on a day-to-day basis (Socrative, Quizlet, Kami, etc.).

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>.

In-School Suspensions - A student or athlete may NOT participate in competitions but may practice as normal after receiving in-school suspension, and additional discipline will be left up to each individual coach.

Out-Of-School Suspension - A student or athlete may NOT participate or practice as normal during an out-of-school suspension, and additional discipline will be left up to each individual coach.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law. Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment. If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity. Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parent's responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

Lettering Requirements

Cross Country
Softball

Volleyball
Football
Wrestling (Boys & Girls)
Basketball
Golf
Track
Baseball
Tennis
Speech
Instrumental/Vocal Music

Locks

All students involved in school athletic or physical education programs may be issued a combination padlock by the physical education instructor. Students may rent a padlock at a cost of \$10.00. Students will be allowed to sell the lock back to the school for \$5.00 upon completion of use. If a lock is lost, stolen, or broken, the student will be required to purchase a new lock at a cost of \$10.00. Personal locks purchased by the student may not be used under any circumstances. These locks will not be issued for use on the book lockers in the hallways.

Mascot

The official emblem for boys' and girls' athletic teams is the Wildcat. The mascot cannot be used for non-school-sponsored purposes unless approved by the Superintendent.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets. 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. Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Practices

The individual head coach or sponsor, in cooperation with the administration will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or to the athletic director's office a signed physical form which verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Dress Code for Practices: Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. **Students are prohibited from wearing the following attire:**
 - a. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
 - b. Clothing that advertises or displays alcohol, tobacco or any illegal substance
 - c. Bare feet (some type of footwear must be worn)
 - d. Cleated shoes on the gym floor
 - e. Jewelry
 - f. Any clothing that could cause damage to others or school property
 - g. Cut out arms on t-shirts that fall below the bottom of a sports bra
 - h. Altered practices jerseys
 - i. Clothing that is purposely unfastened
 - j. Bare "midriff" (belly button) styles, see-through and low cut tops, halters, or thin-strapped tops (spaghetti straps)
 - k. Pants and shorts worn below the waist so as to expose undergarments

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate. Coaches and sponsors may enforce further consequences defined in their activity or sports' extracurricular handbooks.

Professional Leave For Coaches/Sponsors

Head coaches/sponsors will receive a total of two professional leave days, and assistant coaches/sponsors will be allowed 1 day per sport/activity. The professional development days can include attending the state tournament in their sport/activity; instate clinics, or any other professional development opportunity endorsed by the activities director. All requests must go through the activities director.

Volunteer coaches

Volunteer coaches who are certified staff and wish to travel with the team, may not leave until after school hours. Traveling with the team to conference, district, and state contests will be under the discretion of the administration. A school vehicle will be provided for the volunteer coach to take when needed.

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night. The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal. Open gyms will be allowed but only between 2:00 and 4:00.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has completed the release form one day ahead of the activity. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept. When male and female students are sharing the same bus, they will be separated by gender. Seating arrangements will be decided by each coach/sponsor. If two coaches/sponsors are available, one will be seated in the rear of the bus, and the other one in the front of the bus.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult Education

SECTION TWO: AVAILABLE ACTIVITIES

St. Paul Activities

The St. Paul Public Schools provide a wide variety of activities, athletics, clubs, and organizations for its students. All members of the student body are encouraged to participate in these programs to the extent of their interest and abilities. Clubs and organizations sponsored by the school include: Art Club, Cheer Squad, Dance Squad, Drama, FBLA, FCCLA, FFA, Math & Science Club, National Honor Society, Robotics, Speech Team, Student Council, Vocal and Instrumental Music. Interscholastic activities sponsored by the school are: **ATHLETICS:** Baseball, Basketball, Cross Country, Football, Golf, Softball, Tennis, Track, Volleyball, Wrestling.

DRAMATICS: Individual and Small Group Speech, Large Group Speech, All School Play, One Act. **MUSIC:** Band and Instrumental Groups, Vocal and Vocal Groups, Variety Show/Musical. St. Paul High School is a member of the Louplatt Conference. Other member schools in the conference include Centura, Doniphan/Trumbull, Gibbon, Central City, Arcadia/Loup City, Ord, Ravenna, and Wood River. **NOTE: The school musical and variety show/all-school play will be held every-other year.**

State Meet Events - St. Paul High School

Meal allowance for all state meets will be \$20/day (\$10/meal), we will try to find hotels that provide complimentary breakfast for each qualifier. We will not provide meal money for student managers. We will pay for the hotel rooms for the coaching staff and students. When we make room assignments we will try and put 3-4 in each room depending on the number of qualifiers.

SECTION THREE: CODE OF CONDUCT

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts, which may endanger the personal safety of individuals involved, or acts, which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during such competition the member school and/or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

St. Paul Athletic and Activity Expectations:

All students associated with St. Paul Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnished the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in ANY of the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitation thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual stimulation and sexual assault;
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

First Offense

The student shall miss **10 consecutive days** of participation including all pre-season practices & vacation days during the school year. The student will be suspended from participation in all activities but will continue with practices. The student will not be allowed to attend any school activities unless they are a participating member of the activity.

Second Offense

The student shall miss **21 consecutive days**, including pre-season practice and vacation days during the school year. The student will be suspended from participation in all activities but will continue with practices. The student will not be member of the activity.

Third Offense

The student shall miss **42 consecutive days**, including pre-season practices and vacation days during the school year. The student will be suspended from participation in all activities but will continue with practices. The student will not be allowed to attend any school activities unless they are a participating member of the activity.

Fourth Offense

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

Fifth Offense

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

Option A (Calendar Year): Such Conduct is prohibited year-round regardless of whether it occurs on-campus or off-campus. However, punishment for violations that occur during the summer break shall be administered by the coach at his or her discretion.

Option B (School Year): Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

Option C (Activity Season): Such conduct is prohibited during the activity season, regardless of whether it occurs on-campus or off-campus. Activity season means the period commencing on the first day of an activity practice through the last day of the season or the last scheduled event.)

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events, (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. STATUTE 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Discipline Procedures. As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below. 1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation. 2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentation. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to education, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

Title IX Policy (3057)

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school

district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 1305 Howard Avenue, rob.wegner@spwildcat.org, 308-754-4434. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.stpaulpublicschools.org/>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: [Policy 3053 Nondiscrimination](#)

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other

than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process. The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Changes in Handbook

This student handbook is subject to change or revision at any time. Any changes and/or revisions within this handbook will be given to students via posted or written bulletins. This handbook will not answer all questions. If you are in doubt about an action or would like an explanation of a policy, please feel free to visit with the administration.

ACTIVITY	ATTEND	PARTICIPATE	COMMENTS
ACADEMIC:			
Doane Expand. Horizons	NO	NO	
Graduation	YES	NO *see note in music	Exempt from the "Grade Based Activity Eligibility Rule"
Hastings Math Invite	NO	NO	
Jr. Hi Awards Day	MUST	NO	
Math Counts Trip	NO	NO	
Math & Science Trip	NO	NO	
National Honor Soc. Installation	YES	NO	May attend ceremony, but not reception
Quiz Bowls	NO	NO	
Science Olympiad	NO	NO	
Sr. High Awards Day	MUST	NO	
Senior Trip	NO	NO	
Youth Leadership	NO	NO	
FFA:			
Districts	NO	NO	
FFA Banquet	YES	NO	May not participate in ceremony or meal
Judging Contests	NO	NO	
National Convention	NO	NO	Some deposits may not be refundable; Exempt from the "Grade Based Activity Eligibility Rule"
Pancake Feed	YES	NO	
Hired Hand Auction	YES	NO	
State Convention	NO	NO	
FCCLA:			
Cluster	NO	NO	
District meeting	NO	NO	
Field Trips	NO	NO	
State FCCLA	NO	NO	
MISC:			
Homecoming	YES	NO	
Homecoming Dance	NO	NO	
Prom	NO	NO	
After Prom	May attend & participate if held off school grounds, may not attend & participate if held on school grounds		
SPEECH & DRAMA:			
All School Play	YES	NO	May attend if after / outside school hours
Conf. Play Production	YES	NO	May attend if after / outside school hours
Conf. Speech	YES	NO	May attend if after / outside school hours
District Play Production	YES	NO	May attend if after / outside school hours
District Speech	YES	NO	May attend if after / outside school hours
Improv Performances	YES	NO	May attend if after / outside school hours
Musical	YES	NO	May attend if after / outside school hours
Other Speech & Drama Contests	YES	NO	May attend if after / outside school hours
State Play Contest	YES	NO	May attend if after / outside school hours
State Speech	YES	NO	May attend if after / outside school hours

ADDITIONAL INFORMATION FROM OTHER SOURCES

HEAT INDEX CHART

Use the chart below to assess the potential severity of heat stress. **The chart should be used as a guideline only – individual reactions to the heat will vary among your athletes!**

1. Across the top of the chart, locate the **ENVIRONMENTAL TEMPERATURE** i.e., the air temperature
2. Down the left side of the chart, locate the **RELATIVE HUMIDITY**.
3. Follow across and down to find the **APPARENT TEMPERATURE (HEAT INDEX)**. The apparent temperature is the combined index of heat and humidity. It is an index of the body's sensation of heat caused by the temperature and humidity (the reverse of the "wind chill factor")

HEAT INDEX											
ENVIRONMENTAL TEMPERATURE (F°)											
	70°	75°	80°	85°	90°	95°	100°	105°	110°	115°	120°
Relative Humidity	Apparent Temperature *										
0%	64°	69°	73°	78°	83°	87°	91°	95°	99°	103°	107°
10%	65°	70°	75°	80°	85°	90°	95°	100°	105°	111°	116°
20%	66°	72°	77°	82°	87°	93°	99°	105°	112°	120°	
30%	67°	73°	78°	84°	90°	96°	104°	113°	123°		
40%	68°	74°	79°	86°	93°	101°	110°	123°			
50%	69°	75°	81°	88°	96°	107°	120°				
60%	70°	76°	82°	90°	100°	114°					
70%	70°	77°	85°	93°	106°	124°					
80%	71°	78°	86°	97°	113°						
90%	71°	79°	88°	102°	122°						
100%	72°	80°	91°	108°							

* Combined index of heat and humidity... what it "feels like" to the body. Source: National Oceanic and Atmospheric Administration

RECOMMENDED MODIFICATIONS TO ATHLETIC PARTICIPATION BASED ON THE HEAT INDEX

APPARENT TEMPERATURE	HEAT STRESS RISK WITH PHYSICAL ACTIVITY AND/OR PROLONGED EXPOSURE
90°- 104°	Heat cramps or heat exhaustion possible <i>Modify practice; take water breaks every 15 to 20 minutes.</i>
105°- 124°	Heat cramps or heat exhaustion likely, Heatstroke possible <i>Modify practice, NO HELMET OR SHOULDER PADS, t-shirt and shorts only; frequent (every 15 minutes) water and rest breaks.</i>
>125°	Heat stroke highly likely <i>Recommend NO PRACTICE!</i>
Note: This Heat Index chart is designed to provide general guidelines for assessing the potential severity of heat stress. Individual reactions to heat will vary. It should be remembered that heat illness can occur at lower temperatures than indicated on the chart. In addition, studies indicate that susceptibility to heat disorders tends to increase with age.	

Contact your local weather line, the National Weather Service, or weather.com for current temperature and humidity.

To be completed for
students participating in any
NSAA activities.

Student and Parent Consent Form



School Year: 20____-20____

Member School: _____

Name of Student: _____

Date of Birth: _____ Place of Birth: _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;

(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) 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, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;

(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,

(4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

(5) Consent and agree to authorize licensed sports injury personnel to evaluate and treat any injury or illness that occurs during the student's participation in NSAA activities. This includes all reasonable and necessary preventive care, treatment and rehabilitation for these injuries. This would also include transportation of the student to a medical facility if necessary. Such licensed sports injury personnel are independent providers and are not employed by the NSAA.

(6) Acknowledge that Parents are obligated to pay for professional medical and/or related services; the NSAA shall not be liable for payment of such services. We give permission to any and all of the Student's health care providers and the NSAA and its employees, staff, agents, and consultants to release and discuss all records and information about the Student including otherwise confidential medical information and records. We understand that this release has been requested and may be used for the purpose of determining eligibility pertaining to activities participation, fitness, injury, injury status, or emergency.

I acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

Name of Student [Print Name] _____

Student Signature _____

Date _____

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for _____ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out below:**

Baseball	Golf	Tennis	Play Production	Basketball	Swimming/Diving
Track	Football	Speech	Cross Country	Soccer	Volleyball
Music	Unified Bowling	Softball	Wrestling	Debate	Journalism

Parent [Print Name] _____

Parent Signature _____

Date _____

Revised July 2018

ST. PAUL PUBLIC SCHOOLS

Rob Wegner, Assistant Principal/Activities Directors

Adam Patrick, Superintendent

1305 Howard Ave

PO Box 325

St. Paul, NE 68873

Telephone: 308-754-4433, Fax: 308-754-5374



St. Paul Public School Extracurricular Activity Expectations for Students and Parents:

Philosophy of the Extracurricular Activity Program:

- The primary purpose of the **Extracurricular Activity** program is to meet students' school-related interests that are not currently met in an academic setting. The emphasis of the program is to provide opportunities for players to participate at a level that is suitable with their abilities and to provide wholesome opportunities for players to develop good habits and appropriate attitudes for living in a democratic society. Participation in an extracurricular program is a **privilege and not a right**.

Coaches/Sponsors Expectations of Players in Practice and Games:

- 100% effort in every practice, game/performance...anything else will not be tolerated
- Never quit on yourself or your team/classmates in practice or a game/performance
- Practice like you will play/perform
- Be a team player
 - One person cannot play the game/perform alone...you need your teammates on the court, stage, etc... and on the sidelines.

Coaches'/Sponsors' Philosophy:

- Create an environment where coaches/sponsors can guide student athletes to become successful on and off the court/stage/contest.

Parent-Coach/Sponsor Communication:

- Both parenting and coaching/sponsoring are extremely difficult vocations. By establishing an understanding of each position, parents and coaches/sponsors are better able to accept the actions of the other; therefore...providing a greater benefit for the player. Parents have the **right to understand what expectations are placed on their child**. Clear communication with the coach/sponsor will aid in this understanding.

Communication Parent Can Expect from the Coach/Sponsor:

- Philosophy of the coach/sponsor
- Expectations the coach/sponsor has of your child
- Locations and times of all practices and contests
- Team requirements (i.e., fees, special equipment, off-season conditioning)
- Discipline that results in the denial of your child's participation from game(s)/contest(s) or from the program

Communication Coach/Sponsor Expects from Parents:

- Any important concerns are expressed directly to the coach/sponsor
- Schedule conflicts (notification should be well in advance)
- Specific concerns regarding the coaching/sponsor philosophy and/or expectations
- Information

regarding any prescribed medications your child may be taking and/or information regarding medical information pertaining to your child that a coach/sponsor may need

Appropriate Concerns to Discuss with the Coach/Sponsor:

- The treatment of your child... mentally and/or physically
- Ways to help your child improve
- Concerns about your child's behavior

Inappropriate Concerns to Discuss with the Coach/Sponsor:

- Playing time/Performance time
- Team strategies/Performance selections
- Play-calling
- Level of competition (Varsity, Junior Varsity)
- Other players on the team, in the class, or in the club
 - Should anyone have information regarding training violations of a team member or members, they are welcome to share information if they are willing to testify as a witness. Do not provide the information and expect the coach/sponsor to take action on hearsay.

As your child becomes involved in the program, they will experience some of the most rewarding moments of their young lives. It is important to understand that there may also be times when things do not go the way you and/or your child wish. At these times, discussion with the coach/sponsor **at the appropriate time and place is invited.**

It is the policy of the program that a coach/sponsor will instruct to win contests. It is very difficult for parents to accept their child not playing/performing as much as they may have hoped. Coaches/sponsors are hired to make judgment decisions based on their experience, expertise, and what they believe to be best for the team/group. As seen from the list above, certain items can be and should be discussed with the coach/sponsor, while other matters must be left solely to the discretion of the coach/sponsor.

Procedures to Follow if You have a Concern (Chain of Command):

1. First, the student needs to take any concern to a member of the coaching/sponsoring staff. If after the student communicates the concern with a coach/sponsor, the concern continues...step two below may be enacted by a parent/guardian.
 2. A parent/guardian calls the school to set an appointment with the coach/sponsor.
 - a. DO NOT send an email or use social media to contact coaches/sponsors...as interpretations are more likely to cause further confusion.
 - b. DO NOT attempt to confront a coach/sponsor immediately before or after a contest or practice. These can be very emotional times for both the parent and the coach/sponsor. Meetings of this nature do not promote resolutions.
 - c. DO NOT attempt to confront the coach/sponsor during school hours without an appointment.
- Coaches'/sponsors' responsibilities are to students from 7:30 a.m. to 3:30 p.m. each day. **3.** If the coach/sponsor cannot be reached, ask for the athletic director (AD). He/she will set up a meeting with the coach/sponsor for you.
4. If a resolution is unable to be reached, the activities director will be contacted by the coach/sponsor to come down to the meeting. If the AD is unavailable, the coach/sponsor will contact the AD, and the AD will schedule a meeting with parents.
 5. If a resolution is unable to be reached, the AD will consult with the Superintendent on next steps.

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, grades 7-12, shall be subject to mandatory and random testing for the presence of tobacco/nicotine, alcohol, or illegal drugs.

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug, alcohol, and tobacco/nicotine use and abuse has increased among the student population, including students participating in extracurricular activities.
 - b. The school district seeks to provide safe, substance-free schools.
 - c. The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and tobacco/nicotine among students.
 - d. The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
 - e. The school district believes that the drug, alcohol, and tobacco/nicotine problem among the student body will be addressed by making sure that the large number of students participating in extracurricular activities do not use drugs, alcohol, and tobacco/nicotine and have an ongoing reason to say, “No,” when presented with a chance to use.
2. **Notice.** 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.
 3. **Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Activities Director.
 4. **Advisory Committee:** Committee selected by the Board of Education including the building Principal, Athletic Director, a faculty member, and a member of the School Board that may be called upon to review unique and extenuating circumstances.
 5. **Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity (ungraded co-curricular) at the school district which includes but is not necessarily limited to the following:

Basketball	Competition Band	Student Council
Wrestling	Ambassadors	Baseball
Cheerleading	One Act	
Tennis	Musical/Variety Show	School Sponsored Dances
FCCLA	Dance	Art Club
FBLA	Show Choir	Math & Science Club
FFA	Volleyball	Quiz Bowl
Football	Softball	Robotics
Golf	Speech	All School Play
Cross Country	Track	Competition Choir
Journalism	Competition Web	Competition Video
National Honor Society	Design	Production

6. **Students Who Are Required to Submit to Drug Testing**
 - a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
 - b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form within 7 days of the start of the school year or upon enrollment into the district.
 - c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire school year from the

date the consent form is received by the school district until the last day of school; except students who quit during the season or activity (prior to being selected for testing) or students who are dismissed from an activity will be removed from the testing pool.

- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

7. Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drug, alcohol, and tobacco/nicotine present in their system. For purposes of this policy, “drugs” means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, NEB. REV. STAT. § 28-401 *et seq.*
- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1);
- d. Any tobacco or other substance which introduces nicotine and other tobacco-related substances into the body, including alternative nicotine products, vapor products, or electronic nicotine delivery systems ingested in any way, such as by use of an e-cig, vape pen, or Juul.

8. Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair, urinalysis, or any other reliably recognized testing procedures. St. Paul Public Schools will utilize urine samples. Urine samples which screen positive will be confirmed by Gas Chromatography/Mass Spectroscopy (GC/MS).
- e. **Collection Site.** The Drug Testing Coordinator will designate a discrete collection site on campus at which students will provide specimens.
- f. **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 on up to a bi-weekly basis anytime during the school year.
 - (i) The DPA will arrange with the Drug Testing Coordinator a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Drug Testing Coordinator, who will arrange for these students to report to the collection area.

- (ii) The DPA will oversee the collection of urine specimens. Chain of Custody forms will be provided by DPA that meet the criteria of this Policy and that of the testing laboratory.
 - (iii) The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy.
 - (iv) The DPA and the school district will provide a copy of the collection procedures upon request.
- g. Collection Process.**
 - ❖ Selected students are escorted from class to the collection site. A specimen of urine is collected following this process:
 - ❖ No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
 - ❖ The collector adds a blueing agent (food coloring) to the water in the urinal or toilet.
 - ❖ Students are asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
 - ❖ The drug testing custody and control form is initiated by the student and collector.
 - ❖ The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 45ml) in one attempt. The student is also told they are to hand the container of urine to the collector upon completion.
 - ❖ The student enters a closed stall to collect the specimen, then hands the container to the collector.
 - ❖ The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering
 - ❖ If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered *a refusal to test* and the Drug Testing Coordinator notified.
 - ❖ With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
 - ❖ The collector takes the bottle seals and places them over the caps and sides of the bottles and requests they be properly dated and initiated by the student.
 - ❖ The sealed bottles are placed inside the transport bag.
 - ❖ The top lab copy of the drug testing custody and control form is folded with the top portion visible to the outside and placed in the Requisition Pouch.
 - ❖ The transport bag and pouch are sealed as indicated. The student completes the COC and is given a copy of the form.
 - ❖ The Student may wash their hands and is then sent back to class.
 - ❖ The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
 - ❖ The Drug Testing Coordinator will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.
- h. Drugs.** Students may be randomly tested for any drugs, including but not limited to nicotine, alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.
- i. Results.** The DPA shall notify the student's parent(s)/guardian(s) and the Drug Testing Coordinator of any positive test after the initial screening. 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 a licensed physician certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing

Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

j. MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES.

- ❖ The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner: The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
- ❖ Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician.
- ❖ If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- ❖ The MRO will then determine if any of the prescribed medications resulted in the positive drug screen. For example, a drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
- ❖ Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
- ❖ The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

k. Prescription Drug Error Positive. A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the Drug Testing Coordinator, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Drug Testing Coordinator, the suspension from activities will be lifted and no assessment or intervention will be required.. The student will undergo a follow-up drug screen at the parent=s expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student=s record. This rule may only be applied one time in a student=s enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

l. Request for a Retest. A split specimen will be collected for all testing methods. 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 Testing 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 student will remain subject to the consequences of this policy during the retesting procedure.

9. Negative Tests. Students and their parents will not receive verbal or written notice when the student's test result is negative.

10. Consequences for Testing Positive. Whenever the test results indicate the presence of drugs, Drug Testing 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 Testing

Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows **(All offenses that occur from testing, self-reported or law enforcement are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12).**

First Offense

The student shall miss **10 consecutive days** of participation including all pre-season practices & vacation days during the school year. The student will be suspended from participation in all activities but will continue with practices. The student will not be allowed to attend any school activities unless they are a participating member of the activity.

- i. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 10 consecutive days or the positive test occurs before the activity season, the days will carry over to the next activity so the student completes the required number of days, within the school year.
- ii. The student shall complete drug, alcohol, and/or tobacco/nicotine counseling or educational program at the student's expense as approved by the Drug Testing Coordinator.
- iii. The student must submit to a district administered test and test negative before returning to the activity. The student will then submit to a **follow-up drug test** (at the parent/guardian expense) before returning to the random pool or upon graduation.

Second Offense

- i. The student shall miss **21 consecutive days**, including pre-season practice and vacation days during the school year. The student will be suspended from participation in all activities but will continue with practices. The student will not be allowed to attend any school activities unless they are a participating member of the activity.
- ii. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 21 consecutive days or the positive test occurs before the activity season, the days will carry over to the next activity so the student completes the required number of days, within the school year.
- iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the Drug Testing Coordinator. The student is required to comply with the assessment recommendations.
- iv. The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to a **follow-up drug test** (at the parent/guardian expense) before returning to the random pool or end upon graduation.

b. Third Offense

- i. The student shall miss **42 consecutive days**, including pre-season practices and vacation days during the school year. The student will be suspended from participation in all activities but will continue with practices. The student will not be allowed to attend any school activities unless they are a participating member of the activity.
- ii. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 42 consecutive days or the positive test occurs before the activity season, the days will carry over to the next activity so the student completes the required number of days, within the school year.
- iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the Drug Testing Coordinator. The student is required to comply with the assessment recommendations.
- iv. 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 for the next **six (6) months** or end upon graduation.

c. Fourth Offense

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

d. Fifth Offense

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

- f. Note:** Additional consequences such as suspension, etc. will apply according to the student/parent handbook.

11. 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 considered a positive test and follow the consequences listed above.

12. 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 Testing Coordinator or DPA determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test. 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 10 of this Policy.

13. 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 Testing 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.

14. Statistical Reporting and Confidentiality of Urine Drug Test Results.

The DPA, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the St. Paul Public School District Board of Education. However, the DPA will provide the Drug Testing Coordinator with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

15. 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.

16. 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.

ST. PAUL PUBLIC SCHOOLS

Adam Patrick, Superintendent
Richard Moore, Secondary Principal
Rob Wegner, Assistant Principal/AD
Alex Egger, Elementary Principal
Kim Schulte, Special Education Director
1305 Howard Ave
PO Box 325
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CONSENT TO PERFORM RANDOM DRUG TESTING (This policy becomes effective August 25th, (2022))

Student Name _____ Grade _____

As a student and parent:

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

ST. PAUL PUBLIC SCHOOLS

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WITHDRAWAL OF STUDENT FROM ACTIVITY

(2024-2025)
SCHOOL YEAR

I understand that by signing this form I am rescinding my permission for random drug, alcohol, and tobacco/nicotine screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at the school district.

Student's Printed Name: _____

Signature: _____

Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____

Date: _____

AUTHORIZATION AND ACKNOWLEDGMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. Option A: This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the calendar year. I understand that this policy applies both during the school year and in the summer. Option B: This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school year. Option C: This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, controlled substances at any time during the activity season. I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

ST. PAUL PUBLIC SCHOOL



PARENT-STUDENT HANDBOOK

2024-2025 Edition

St. Paul Public School
1305 Howard Ave.
St. Paul, NE 68873

Phone: (308) 754-4433
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TABLE OF CONTENTS - Headings are linked to each page

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT.....	4
MEMBERS OF THE BOARD OF EDUCATION.....	5
WELCOME.....	5
24-25 School Calendar - (Link).....	7
GRADES K-4 SCHOOL DAY.....	7
GRADES 5-12 SCHOOL DAY (ALL BELL SCHEDULES).....	7
SECTION ONE - BASIC SCHOOL RULES AND GENERAL PRACTICES.....	7
Attendance.....	7
Audio and Video Recording (3059).....	10
Background Checks.....	11
Band.....	11
Bicycles and Bicycle Safety.....	11
Bills, Returned Checks, and Outstanding Checks.....	11
Books and Supplies.....	11
Breastfeeding and Lactation.....	12
Bulletin Boards and Electronic Device Communication.....	12
Cafeteria Rules.....	12
Candy, Gum, or Pop.....	12
Personal Cell Phones and Other Personal Electronic Devices (6025).....	12
Child Abuse and Neglect.....	13
(Church) Family Night.....	13
Class Dismissal.....	13
Classroom Behavior.....	13
Closed Campus.....	13
Coats and Boots.....	14
Collection of Delinquent Meal Charge Debt.....	14
Communicable Diseases.....	14
Communicating with Parents.....	15
Complaint Procedure (2006).....	15
Computer Network Use by Students.....	19
Conferences.....	20
Contact Information.....	20
Copyright and Fair Use.....	20
Damage to School Property.....	21
Dress Code.....	21
Driving and Parking Personal Vehicles.....	21
Drones and Unmanned Aircraft.....	22
Drug Free Schools.....	22
Emergency Contact Information.....	22
Evacuations.....	22
Eye Exams.....	22
Food Service Program (see current meal rates under “Student Fee Policy”.....	22
Field Trips.....	23
First-Aid.....	23
Hall Passes.....	23

Head Lice.....	24
Health Problems Limiting Activities.....	24
Homeless Children and Youth.....	24
Illness or Injury at School.....	24
Immunizations.....	24
Invitations to Students for Personal Parties and Birthday Treats.....	24
Lockers and Other School Property.....	24
Lost and Found.....	25
Medications.....	25
Media Center/Library.....	25
Memorials.....	25
Parental Involvement.....	25
Parties.....	26
Personal Items.....	26
Physical Education.....	26
Physical Exam.....	26
Pictures.....	26
Playground Rules.....	26
Protection of Student Rights.....	27
Public Displays of Affection.....	27
Rights of Custodial and Non-Custodial Parents.....	27
Secret Organizations.....	27
Sex Offenders Registry.....	27
School Day.....	28
School Law Enforcement Presence.....	28
Self Management of Diabetes or Asthma/Anaphylaxis.....	28
Sniffer Dogs.....	28
Student Assistance Team (SAT) Through Multi-Tiered Systems of Support Process (MTSS):.....	29
Student Fee Policy.....	29
Student Illness.....	31
Student Government.....	32
Student Records and Directory Information (5016, 5017).....	32
Technology in the Classroom.....	33
Telephone Calls.....	34
Threat Assessment and Response (3039).....	34
Transportation Services.....	34
Use of Tobacco Products.....	35
Video Surveillance and Photographs.....	36
Visitors.....	36
Visitation of Classes.....	36
Weather-Related School Closing.....	36
Work Permits.....	36
SECTION TWO - ACADEMIC INFORMATION.....	37
Academic Integrity.....	37
Class Rank/Credit for College Courses and Non-Academic Courses.....	38
Credit Transfer and Recovery Policy.....	38
Dropping a Course.....	39

Early Graduation.....	39
Eligibility- Grades 7-12.....	39
Examinations.....	40
Grades.....	40
Grade Weighting.....	41
Graduation Awards.....	41
Graduation Requirements.....	42
School Counselor Services.....	42
Homebound Instruction.....	42
Homework.....	42
Honor Roll.....	42
National Honor Society Requirements.....	42
Opting Out of Assessments.....	42
Promotion, Retention, and Acceleration.....	43
Registration.....	43
Report Cards.....	43
Schedules and Changes.....	43
Special Education Services.....	43
Standardized Testing.....	44
Students with Disabilities: Section 504.....	44
Withdrawal From School.....	44
SECTION THREE - STUDENT BEHAVIOR/DISCIPLINE.....	45
Bullying (5054).....	45
Code of Conduct for Students.....	45
Progressive Discipline Plan.....	46
Progressive Discipline Plan Categories/Consequences.....	49
Dating Violence.....	51
Discrimination and Harassment.....	51
Forms of School Discipline (5035).....	51
Firearms.....	56
Initiations and Hazing.....	57
Locker Room Supervision (4062).....	57
Police Questioning and Apprehension.....	57
Restraint and Seclusion (6033).....	57
Title IX Policy (3057).....	58
Elementary Title 1 Compact.....	64
Changes in Handbook.....	64
SECTION FOUR - STAFF DIRECTORY.....	65

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

Mission Statement:

The mission of the St. Paul Public School, is to provide a comprehensive and enriching education for all students.

Working in cooperation with family and community, the school shall seek to satisfy the needs of the youth:

1. All youth need to learn to accept responsibility for their actions, to think rationally, to express their thoughts clearly, and to read, write, observe, and listen with understanding.
2. All youth need to develop marketable skills and those understandings and attitudes that help the individual to become an

intelligent and productive member of society.

3. All youth need to develop and maintain healthy lifestyles and be made aware of threats to their physical, mental, and emotional health.
4. All youth need to understand the rights and duties of the citizens of a democratic society, and to be diligent and competent in the performance of their obligations as members of the community and citizens of the state and nation.
5. All youth need to develop basic consumer and economic competencies to become functional members of society.
6. All youth need to understand their role in respecting the environment and conserving natural resources.
7. All youth need opportunities to develop their capacity to appreciate the fine arts.
8. All youth need to develop organizational and time management skills.
9. All youth need to develop respect for other persons and property, to grow in their insight into ethical values and principles, and to be able to live and work cooperatively with others of all ages.

MEMBERS OF THE BOARD OF EDUCATION

Marty Mrkvicka - President

Curt Dubas

Dan Scheer

Janelle Morgan

Jason Meinecke

Phil Thede

ADMINISTRATIVE TEAM

Adam Patrick – Superintendent

Richard Moore - Secondary Principal

Alex Egger - Elementary Principal

Rob Wegner – Assistant Principal/Activities Director

Kim Schulte – Special Education Director

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year. **Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education. There are several forms at the end of this handbook that you must read, sign and return by the due date assigned.** This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,
Adam Patrick, Superintendent

The Intent of this Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis. Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Non-Discrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

- Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin
- Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin
- Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex
- Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40
- The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment
- Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled
- Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications
- The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons
- The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions
- The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty
- The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities
- The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation
- Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age
- The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex
- The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution
- Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited. Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district’s complaint procedures. Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district’s Title IX and/or Section 504/ADA Coordinator: 1305 Howard Ave, St. Paul, NE 68873; (308)754-4433. For further information on notice of nondiscrimination, for the address and phone number of the office that serves our area, call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district policy.

24-25 School Calendar -

GRADES K-4 SCHOOL DAY

Classes begin at 8:15 a.m. Students are to arrive at school no earlier than 7:50 a.m. unless students are eating breakfast. There will not be adult supervision of students before 7:50 a.m. Students may enter the elementary gym at 7:50 a.m. The tardy bell will ring at 8:15 a.m. each morning. School will be dismissed at 3:35 p.m. each school day, Monday through Friday unless otherwise stated on the school calendar. The school day will be split into four attendance periods. They are as follows:

First:	Second:	Third:	Fourth:
8:15-10:00 a.m.	10:00-12:00 p.m.	12:00-2:00 p.m.	2:00-3:35 p.m.

GRADES 5-12 SCHOOL DAY (ALL BELL SCHEDULES)

Classes begin at 8:30 a.m. Students are to arrive at school no earlier than 7:45 a.m. unless they are eating breakfast. The tardy bell will ring at 8:25 a.m. each morning. School will be dismissed at 3:37 p.m. each school day, Monday through Friday unless otherwise stated on the school calendar. The school day is split into eight periods; bell schedules can be found by clicking on the following link: [24-25 Bell Schedule \(Regular, 1:30 Out, 10:00 Start\)](#)

SECTION ONE - BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

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

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 in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Mandatory Attendance Age - All children who are or will turn six years old before January 1st of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age. **Exceptions** - This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable, 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 1st 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 1st of the current school year shall submit a signed, written request to the superintendent using the form 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 re-enroll 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 non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education. **Attendance Officer** - Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectation for Regular Attendance: Students are expected to attend every class, every day. **If a student will be absent from school...**

Parents are obligated to:

1. email/notify the appropriate building office to inform the school of the reason for each absence; and if applicable,
2. submit an additional note for medical absences from the physician.
 - a. ***WITHIN THREE DAYS of a student's return to school, the school office must receive an email or written excuse from a parent/guardian or a doctor's note (with absent dates specified)... even if the parent/guardian has called the school to report the student's absence. The parent's/guardian's email/note is to be signed, dated, and state why the student was absent. Absences unverified with a parent/guardian or doctor's note within 3 days of a student's return to school, will be left unexcused (UNX) if the parent/guardian called the school, or truant (TRU) if the parent does not call the school. Parent/guardian or doctor's notes that come in after the three-day window will not be accepted.***

Students are obligated to:

1. complete all classwork in advance for any absence that can be anticipated (instruction provided by teachers prior);
2. Attend school for a minimum of four scheduled periods leading up to the practice or participation in a scheduled student activity on the same day, except in cases of family emergencies or pre-arranged absences. For example, if a student has practice or a game scheduled after school, they must attend a minimum of periods 5-8 that day before the practice or game. Additionally, students must attend school periods 5-8 on the last scheduled day of the week to participate the following day (i.e., Friday before any Saturday activities or events) unless excused due to family emergencies or pre-arranged absences.;
3. check out of school at the office if leaving school during the school day; and
4. Upon a student's return to school for an unplanned absence, report to the school office to receive an "admit slip" to return to class. The admit slip must be shown to each teacher whose class the student missed to acquire assigned make-up work..
5. Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed. It is the student's responsibility to approach each teacher to request instruction/assignments.
 - a. Students will be allowed one day for each day absent to complete make-up homework (with the exception of previously announced exams, which would be taken immediately upon a student's return or at the discretion of the instructor); for example, if a student was absent Monday and Tuesday and returned to school on Wednesday, the assigned homework that was missed on Monday would be due Thursday and Tuesday's missed homework assignments would be due Friday. If the absence is an extended absence, the same policy would be in place. If gone Monday thru Friday and returned on the following Monday, the assigned homework that was due on the Monday they were absent, would be due on Wednesday. Work not turned in on time will be graded down, according to each teacher's classroom rules, or one grade per day, up to a limit of three (3) days late. Work not completed by that time will receive a zero. All late work will be graded at the discretion of the teacher and their schedules. Unexcused/truant absences will be reported as such on the mandatory State Truancy Report.
6. Upon return from an absence or partial-day absence, teachers MAY require students to remain in for lunch or before/after school. During this time, students will meet with the teacher, work on missed assignments, re-do past failing assignments, or simply study. The location and supervision of the student will be determined by the student's classroom teacher(s).

Attendance Codes Defined:

- "Medical" (MED) absences shall be:
 - excused absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student is so physically or mentally ill that makes attendance impractical or impossible.
- "Activity" (ACT) absences shall be:
 - excused when a student attends a mandatory school-sponsored activity;
 - excused when a student has been suspended (in-school suspension -ISS, out-of-school suspension-SUS) or expelled (EXP) from school by the school district;
 - excused absences for the observance of religious holidays of the student's own faith; and
 - excused when upperclassmen wish to visit a college of their choice, participate in job shadowing, or complete college program prerequisite hours with administrator or counselor approval. Upperclassmen wishing to attend a college should bring a note/email from their parents, make arrangements with the college or university, notify the School Counselor, and secure an admit slip to be signed by the student's teacher. Students should also provide a confirmation email of registration for the college visit. Students are allowed three "Activity" excused college visits per year. All college visits following the three "Activity" (ACT) excused visits will be considered "Excused" (EXC) with a parent note/email and confirmation email of registration. For job shadowing or college program prerequisite hours, students should provide a confirmation email or documentation to show proof of attendance on the date(s) absent. These absences will be considered "Excused" (EXC) with proper documentation and approval from the administrator or counselor.
- "Excused" (EXC) absences shall be:
 - excused absences when Law Enforcement confirms that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible and a parental note/email is written.
 - excused absences marked "illness" (ILL) for all minor illnesses of a student, including the illness of a student's child when a parental note/email is written.
 - excused for all other absences, such as family events, funerals, or weddings when a parental note/email is written;
 - excused absences that are required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.

School Attendance Procedures:

1. An automated call will be sent out via Infinite Campus to parents around 9:30 a.m. if the school has not been notified of the student's absence from school. If a student is tardy or absent over half the period, their attendance will be marked as absent for the entire period.

2. Full Period Absences (Neb. Rev. Stat. § 43-247(3)(a) and (b):

- a. When a student **meets or exceeds 5 full days (40 accrued periods or hourly equivalent)** of both excused and/or unexcused absences, a letter will be sent to parents via Infinite Campus email. At the Attendance Officer's discretion, an investigation, and possible referral to [Central Mediation Center](#), may take place into a student's absences at 5 full day absent (40 accrued periods or hourly equivalent).
- b. When a student **meets or exceeds 10 full days (80 accrued periods or hourly equivalent)** of both excused and/or unexcused absences, a letter will be sent to parents via Infinite Campus email, and the Attendance Officer (or their designee) will investigate any barriers to the student's attendance. If it is determined by the Attendance Officer that student support is needed, the following will occur:
 - i. A referral will be made to the [Central Mediation Center](#) to set up a meeting(s) between the Attendance Officer, school principal, school counselor, and/or a member of the school administrative staff, the student's parent/guardian, and the student to solve the excessive absenteeism problem.
 - ii. Possible supports may include:
 1. Educational counseling to explore curriculum changes such as alternative education programs to solve the excessive absenteeism problem.
 2. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
 3. Referral to appropriate agencies to remedy the conditions. If the student is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which such person resides.
- c. When a student **meets or exceeds 15 full days (120 accrued periods or hourly equivalent)** of both excused and/or unexcused absences, a letter will be sent to parents via Infinite Campus email.
- d. When a student **meets or exceeds 20 full days (160 accrued periods or hourly equivalent)** the Attendance Officer will send a letter to parents and the county attorney. In cases where excessive absences are documented by a doctor's note, the attendance officer will advise the county attorney not to file a complaint with the County Judge. That said, in cases where students will be absent for medical appointments throughout the year, it is critical that when students return from the appointment, they turn in a doctor's note to the school office. All doctor's notes will be kept on file and given to the county attorney as documentation of exoneration, should the student accrue the twenty-day limit.
- e. 10 unexcused absences per class, per semester, will render the student ineligible to participate in extracurricular activities for the semester (this includes school dances/prom). However, this does not include co-curricular activities in which a grade is taken for an event.
 - i. Because co-curricular and extra-curricular activities (i.e., music, dramatics, FFA, FCCLA, and athletics) are an important part of the educational program, absences that occur because of participation in these activities will not be counted against the ten absence total. There may be extenuating or unusual circumstances that cause students to be absent for more than ten school days and still allow them to retain credit in their classes, attend dances/prom, and/or participate in co and extracurricular activities. Such things as extended hospitalization, serious illness, or family emergencies may be taken into consideration when reviewing individual cases. If unusual situations arise that will cause a student to be absent from school for an extended period of time, the parents are requested to contact the school as quickly as possible so school work and assignments can be made available to the student. Exceptions will be made for students who have a note from the medical doctor verifying that their absences were due to illness. Doctor's notes must be turned in at the time of the illness. The principal and/or administrative team will make the decision about the possible loss of credit based on each individual case. Official records of attendance are kept in the Assistant Principal's office.
 - ii. **Pregnant and Parenting Students:** The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities in collaboration with the Title IX Coordinator.

3. Tardiness

- a. Students are considered tardy if they are not in the classroom when the tardy bell rings. Students who are tardy when arriving at school for the first time during the day are to go to the Principal's Office to receive tardy slips for admission to class. The tardy will be designated as excused or unexcused. If a student is tardy coming from another class, he/she should bring an excused tardy pass from the previous teacher. Students who do not have such a pass should be considered unexcused. If a student is tardy over half the period, their attendance will be marked as absent

for the entire period.

- b. 7-12 Tardies: Students accumulating 10 unexcused tardies per class, per semester will receive a referral to the Multi-Tiered Systems of Support Team (MTSS) for an “Excessive Tardy Conference.” In addition, any 7-12 students with 10 or more unexcused tardies per class, per semester will be unable to participate in extracurricular activities (this includes school dances/prom; however, this does not include co-curricular activities in which a grade is taken for an event).
- c. Elementary Tardies: students arriving after 8:15 a.m., will be counted tardy. After 4 tardies in one quarter, the student will be served a 25 minute after school detention. The tardy count will start over at the beginning of each quarter.

Audio and Video Recording (3059)

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child’s classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student’s IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students 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. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student’s education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (*e.g.*, AngelSense) must be approved by the student’s education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Background Checks

Background checks are required for all St. Paul patrons sponsoring/volunteering for school activities. Current background checks (within the last 5 years) must be on file in the Principal's Office. Directions for completing background checks are available on the school website under the “School Info” tab and “Background Check Link.” The applicant is expected to pay for all expenses for background checks. Copies of a current background check from an employer, gun permit, or concealed carry permit would qualify as well. Below are examples of when a background check would be required, however, this is not an all-encompassing list:

- Field Trips (K-12) - We ask that only parents attend K-6 field trips, siblings will not be allowed to attend.
- Volunteering in all K-12 classrooms
- Club Trips - Art Club, Math and Science Club

- Activity/Athletic Trips - FBLA, FFA, FCCLA, Math/Science Club, Band, Choir, all athletic competitions
- Dances - Dates between the ages of 18 and 21, not currently enrolled in a high school.

Volunteers do not have any property right in or to a volunteer assignment. The school district may deny or terminate a volunteer assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Band

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

Bicycles and Bicycle Safety

Bicycles should be parked in the racks provided for them and should remain in the rack until the child leaves school for the day. We strongly recommend all elementary students park their bikes at the rack on the north side of the elementary wing. The school is not responsible for lost or stolen bicycles. It is strongly recommended that students use a bike lock to ensure the security of their bikes at all times. At dismissal time when sidewalks are congested, children are to walk their bikes until they are safely off of school property. For safety's sake, we ask that parents insist that their child follow bicycle "driver" rules as required. These include "driving" on the correct side of the street, stopping at stop signs, using proper hand signals, being aware of other traffic around them, and all other bike safety rules.

Bills, Returned Checks, and Outstanding Checks

Students should pay bills for lunch, supplies, fines, shop materials, clothing orders, etc. in the school secretary's office. Any check for these payments should be made out to St. Paul Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of **\$30** for any check returned from the bank for insufficient funds enforced at the discretion of the superintendent. Individuals or entities whose checks are repeatedly returned due to insufficient funds, may be prohibited from paying amounts due to the school district via check. The superintendent will review outstanding checks issued from the school district's accounts. Outstanding checks are those which have not been deposited by the payee within 180 days of issuance. The board authorizes the superintendent or his or her designee to resolve all matters related to outstanding checks, including stopping payment and reissuing checks.

Books and Supplies

Textbooks are very expensive, and all textbooks issued by the school must have a book cover on them. Covers will be supplied when the book is issued to you. All textbooks are assigned to you by number and should be protected as school property. Books must be returned in good condition when checked in to the teacher. Students will be responsible to pay for lost and/or damaged books. Write your name, grade, and the present school year inside the cover. Be sure to inform the teacher of any damage beyond normal wear and tear when you receive your textbook so you will not be charged for it at the end of the school year.

Fines are determined on books according to the following criteria:

Lost book:	Replacement Cost
Lost Book 3 years old or older:	\$20.00
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	\$0.50 per page (up to replacement cost)
Torn Page:	\$0.20 per page (up to replacement cost)
Marks that cannot be erased:	\$0.20 per mark, up to replacement costs

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

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities. Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible. In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards and Electronic Device Communication

Bulletin boards and electronic devices are used to communicate general information and school announcements. Students should check the bulletin boards and their electronic devices carefully each school day for the most current information.

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

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

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Second servings are available to those who have made an effort to clean their trays.
6. Students should remain at their tables until they are dismissed. Students are expected to either eat lunch at school or go to their own homes. Parents must provide written authorization for their student to eat lunch at home.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

Candy, Gum, or Pop

Students should not bring gum, candy, sunflower seeds, pop, etc., to school unless it is for a room party or allowable by the teacher.

Personal Cell Phones and Other Personal Electronic Devices (6025)

Students in grades 7-8 **WILL NOT** be permitted to have a personal cell phone or other personal electronic devices (including smartwatches) on their person during the school day, while in a school vehicle, or while participating in a school activity. Personal cell phones or other personal electronic devices may be turned off and kept in a zippered backpack pocket, student lockers, or in a personal vehicle. The only time a 7-8 student may use a personal cell phone (smartwatch, etc.) is to pay for lunch or with teacher permission, to contact a parent. Students in grades 9-12 **MAY** use personal cell phones or other personal electronic devices during the lunch period and during passing times, so long as they do so safely, responsibly, and respectfully and comply with all other school rules while using these devices. Students in grades 7-12 - By bringing a personal cell phone and/or other personal electronic communication devices to school, any age student consents to the search of said devices by school staff when permitted by law. Students may not have personal cell phones or personal electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. While on school property, at a school activity, or in a school vehicle, students may not use their personal cell phones or personal electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct. Students shall be personally and solely responsible for the security of their personal electronic devices. The district is not responsible for theft, loss, or damage of any personal electronic device, or any calls or downloads. Students who violate this policy may have their personal cell phones or personal electronic devices confiscated immediately. The administration will return confiscated devices to the child or parent/guardian of the offending student, after talking with the child and/or parent/guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Child Abuse and Neglect

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

(Church) Family Night

Wednesday evening has been set aside for activities directed by district families, and no school activity will take place after 6:00 p.m. In addition, no activities will be scheduled before 5:00 p.m. on Sundays. Exceptions will only be made with the approval of the superintendent.

Class Dismissal

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

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. Teachers will establish classroom conduct rules which students must obey. All students must:

- arrive at class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher, and
- take care of school property and the property of others.

Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Students that live close to school (**within 0.33 miles from the high school office**) may **walk home** for lunch with a note signed by a parent/guardian. The note must specify if the parent/guardian is granting permission for the student to walk home for lunch for the duration of the year or for an individual day. Nothing in this policy shall prevent the school from sending a student home when the student is ill. If a student leaves school during the lunch break and does not return in the afternoon, parents should call the school advising school officials that they are aware their child will be absent in the afternoon. Students who leave school without checking with the nurse and/or office will be considered unexcused.

Requirements to go home for lunch:

- A. Students in grades K-12 may go home for lunch under the following provisions:
 - a. Students going home for lunch must have written permission from their parent(s)/guardian. Permission will be granted to friends who wish to accompany other students home with **email parental consent** from the friend's parent **and** the parent of whose home they will be going to. Please send all emails to the High School Secretary.
 - b. Permission to go home for lunch will apply only to those students who are within **0.33 miles**, walking distance from school.



- c.
- d. Students are not allowed to drive/ride off campus for lunch or get in a vehicle parked off campus and drive/ride during school hours. Students who have permission to go home for lunch are to walk directly home, eat their lunch, and upon returning to school, report to the high school office.
- e. Students will not be allowed to loiter on private property near or adjacent to school grounds. Students are not permitted to be in the north, east, or south parking lot or in any elementary areas.
- f. Students are not allowed to sit in their vehicles during lunch.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess. Elementary students may choose to wear over-shoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The Superintendent 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, email, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect the delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Communicable Diseases

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. **Communicable Diseases.** Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis. **School Attendance and Participation in School-Sponsored Activities.** A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any. **Infection and Exposure Control Procedures/Universal Precautions.** The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources. The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but it's not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district. **Confidentiality.** The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's communicable disease shall be consistent with that student's IEP or

Section 504 Plan, if any. **Staff Training.** Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy. **Reporting.** School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1.

Communicating with Parents

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

Complaint Procedure (2006)

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. 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 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. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

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 receives the 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.

6. 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.

a) This appeal must be in writing.

b) 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.

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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

d) 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.

e) There is no appeal from any decision of the board unless authorized by law.

7. 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.

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. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX." 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 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 calendar 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) calendar 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 calendar 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) calendar 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 calendar 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 or his or her designee 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 or designee 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 calendar days after the president received the complaint. **No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith. **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 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.

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.

A. Student Expectations in the Use of the Internet

a. Acceptable Use

- i. Students may use the Internet to conduct research assigned by teachers.
- ii. Students may use the Internet to conduct research for classroom projects.
- iii. Students may use the Internet to gain access to information about current events.
- iv. Students may use the Internet to conduct research for school-related activities.
- v. Students may use the Internet for appropriate educational purposes.

b. Unacceptable Use

- i. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- ii. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- iii. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
- iv. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
- v. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- vi. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- vii. 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.
- viii. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- ix. 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.
- x. 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.
- xi. 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.
- xii. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- xiii. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- xiv. Students shall not forge electronic mail messages or web pages.

B. Enforcement

a. Methods of Enforcement

- i. 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.

- ii. 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.
- iii. 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.
- iv. 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.

C. Consequences for Violation of this Policy

- a. 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:
 - i. Loss of computer privileges;
 - ii. Short-term suspension;
 - iii. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - iv. Other discipline as school administration and the school board deem appropriate.
 - v. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

D. Protection of Students

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

- i. 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.
- ii. 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 Online Behavior

- i. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
- ii. Staff will specifically educate students on:
 - 1. Appropriate interactions with other individuals on social networking websites, and cyberbullying awareness and response.
- iii. 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.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and second semester of school. In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year, or makes those changes directly on Infinite Campus.

Copyright and Fair Use

Restrictions on Use and Permission. Copyrighted works such as print, audio, video, software, applications, and other documents or media ("works") may be reproduced or used for educational purposes only when the use of the reproduction is a fair use in compliance with state and federal copyright law or when the written permission or license for such use has been obtained from the copyright holder. A staff member who wishes to use any non-original work must obtain the prior written permission of the building principal. Unless the district has obtained a license for use of a work for its intended educational purpose, no principal shall grant permission for a requested use of a copyrighted work unless the principal has reasonable grounds to believe that it is a fair use under applicable copyright law. Only works requested to be used in the course and scope of employment with the district will be permitted.

Distribution of Copyright Compliance Materials. The district will make information available to staff and students which describes and promotes compliance with copyright laws. **Course Materials Subject to Copyright Protection.** The purpose of this provision is to provide notice to all staff, students, and parents that course materials may be subject to copyright protection. No class materials may be used or copied for use outside of the class session or sessions in which the materials are used for educational purposes unless

authorized or required by law. No student or staff member may take audio or video recording of any class in which copyrighted materials are used unless authorized or required by law or an applicable educational plan provided under state and federal disability laws. Any such recordings will be kept only as long as required to fulfill the purpose of the recording, such as for evaluative purposes, or the applicable retention period required by law. Copies for Individuals with Disabilities. This policy does not restrict district staff members from reproducing or distributing copies of copyrighted works in a specialized format for use by individuals with disabilities to gain access to the work. Removal of Unauthorized Copyrighted Works. Upon obtaining knowledge or awareness of an unauthorized use of copyrighted works, the district will take reasonable steps to remove, deny access to, and stop use of any unauthorized copyrighted work stored in the district's paper or digital files or programs. This includes but is not limited to administrators accessing staff files and equipment for the purpose of physically removing curricular materials or directing staff members to cease using the materials immediately when there has been no license granted or fair use determination made. The superintendent or superintendent's designee may limit or deny access to district materials and programs to students or staff members who engage in violations of this policy or copyright law. The district may require the student or staff member to obtain training on copyright protections and limitations in order to regain access to any such materials or programs. Violations by Students and Staff. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, nonrenewal, or termination of the employee's employment. Any student who violates this policy may face disciplinary action up to and including expulsion. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Damage to School Property

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

Dress Code

The atmosphere of the school is dedicated to the business of learning. Students' appearances contribute to a positive atmosphere. Any clothing that detracts from the educational process or that is offensive in nature is prohibited. The following guidelines have been established to assist students in determining what is proper attire.

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

Examples of clothing that disrupts learning include:

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance (ex. HUF, 420, etc.)
3. Caps, hats and bandanas during the school day. **They must be placed in the student's locker during the school day.**
4. Bare feet (some type of footwear must be worn) or cleated shoes. Slippers are not appropriate footwear.
5. Short-shorts/short-skirts (~~shorter than fingertip length~~) **(Shorts, skirts and skorts must be at least cover the entire buttocks)**
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. ~~Clothing that is torn, ripped, or cut above the knee (if there is a tear or rip above the knee there must be fabric underneath)~~
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. ~~"Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled~~
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps), off the shoulder tops, one shoulder sling tops
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Pajamas/~~flannel pants~~ **(onesies)**
16. Blankets worn around school
17. Chains hanging or attached to pants or shorts
18. ~~Coats during school hours unless the student has permission from a faculty member~~

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

Students will be asked to correct inappropriate attire, and the administration may provide clothing that is appropriate for the school environment.. Students with inappropriate tattoos will be asked to have them covered at all times during the school day and at school activities. 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 policy to the office. Principals will have the final authority in determining the appropriateness of student attire.

Driving and Parking Personal Vehicles

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

1. Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in handicapped parking stalls, in assigned staff parking (by WAC, South of Shop, library lot), in fire and rescue lanes, or in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed. Students who refuse to comply with parking regulations and restrictions will be subject to disciplinary action outlined in a student parking contract, and vehicles may be towed from school property at the driver's expense.
2. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
3. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
4. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drones and Unmanned Aircraft

Drones, Unmanned Aircraft Systems, and any other such vehicles (“drones”), which are not operated for purposes of district programs or activities, may not be operated on or above district property without the prior written permission of the superintendent or designee. Any authorized use of drones must comply with all state and federal regulations governing the operation of drones, including FAA regulations.

Drones owned by the district or operated on or above district property with permission must be operated:

1. In compliance with this policy and all other district policies;
2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system’s operation;
4. By an individual with the requisite skill and training to safely operate the drone; and
5. Consistent with any other limitations imposed by the superintendent or designee.

Any monitoring or recording of picture, video, or audio by a drone must have the prior written permission of the superintendent or designee and comply with all board policies governing recordings, data, and records.

Any unauthorized use of a drone is strictly prohibited. Devices used in a manner that does not comply with this policy or applicable state and federal law may be confiscated and the operator may be subject to discipline, civil liability, or criminal liability.

Drug Free Schools

The District has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. Students who participate in the school’s activities program should refer to the Activity Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times. Students violating any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information form (when information has changed) for each child enrolled in the district. The form will include the family physician’s name, where parents or a responsible adult can be reached, and any necessary emergency instructions.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

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

Food Service Program (see current meal rates under “Student Fee Policy”)

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

students. The school will serve breakfast daily from 7:30 a.m. until 8:10 a.m. Students who qualify for free or reduced-priced lunch also qualify for free or reduced-priced breakfast. Lunch prices depend on the federal funding that the program receives .

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.

The district's policy on charged meals is:

- If a student has no funds available to pay for a meal, the student will be provided and charged for a limited “courtesy meal” option, such as a plain sandwich.
- Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.
- If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt. The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year. **Notice of Non-discrimination.** In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. **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
Fax: (202) 690-7442; or Email: program.intake@usda.gov

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or “caregiver” as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. We ask that only parents attend the field trips with their child and siblings will not be allowed to attend. All parents attending the field trip must have a current background check on file with the office. Applications for background checks are available in the elementary office and on the Nebraska State Patrol website. The applicant is expected to pay for all expenses for background checks. Chaperones/parents who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any right in, or to, a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final. The use of electronic devices on field trips will be at the administration's discretion. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Hall Passes

Students in the Jr./Sr. High School will obtain permission from the classroom teacher to be allowed to leave the classroom. Students will sign in and out when they enter and exit the room.

Head Lice/Bed Bugs

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

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

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

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will be excluded from school on the day of the diagnosis and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification. Parents should notify the school nurse, activities director, and principal if their student has any special health problems such as diabetes, asthma, and the like.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law. It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law. Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator, the superintendent of schools, may be contacted at (308) 754-4433.

Illness or Injury at School

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

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records. Provisional Enrollment: Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Invitations to Students for Personal Parties and Birthday Treats

Students should use means to distribute invitations to selected friends for personal parties other than passing them out in the school. Students are not allowed to exchange birthday gifts, etc., during the school day. Kindergarten through sixth grade children may bring treats to share with classmates only if they are approved by the classroom teacher and consistent with board policy and any restrictions for allergies and other restrictions required by law.

Lockers and Other School Property

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

Lost and Found

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

Medications

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

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication. **Non-prescription medication.** (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication. The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center/Library

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

Memorials

The Board recognizes that when a school experiences the sudden death of a student or staff member, it is important to acknowledge the event. Requests for remembering or memorializing a person or event shall be approved by the Superintendent, subject to this policy. School ceremonies such as graduation, awards, and scholarship events are not appropriate for memorial activities. School-wide recognition of anniversary dates will not occur. District counseling services may be made available to provide support. The Board recognizes that memorials of flowers, personal messages and mementoes are often created at lockers, student gathering spaces and

other areas on district property upon such losses or events. The display of all remembrances will be temporary in nature, removed in a timely manner and may be offered to the family. Gifts or donations to the District Foundation for scholarships are encouraged for a more lasting remembrance. Requests may be made to memorialize an individual or event in the school yearbook during the year the event occurred. Information may be included on a "Memorial Page," but must be limited to the name, one photo, dates of birth/death, and school activities in which the student or staff member participated. It is not appropriate to list cause of death in the publication, and no other sayings, quotes, verses, or private messages will be included on the page. Families also have the option of a memorial in the form of a live tree which may be placed on school grounds at the discretion of the superintendent. Individuals must realize that in the future the memorial may experience demolition when the tree has died or been damaged, when the district needs that space for any of its programs, or modifications for any other reason if the board determines that the memorial should be moved or removed. Existing memorials established prior to the implementation of this policy will be handled on an individual basis at the discretion of the superintendent. School will not be canceled, delayed or dismissed early on the day of a memorial service, and district facilities will not be used for memorial services, or funerals during the school day or at other times without the approval of the superintendent through the district's facility use policies and applications.

Parental Involvement

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary Classrooms are allowed three holiday parties each year. Planning for refreshments and games for students for these events is left to the room parents and must be conducted consistent with the handbook and district policy. Parents who wish not to have their child participate in these room parties should inform the classroom teacher and make other arrangements for the child during that time.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **The school is not responsible for ruined or lost personal equipment. 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.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E. The district would also like the tennis shoes that are worn on the gym floors to be free of debris; therefore, we encourage you to bring a second set of tennis shoes specifically for gym use.

Physical Exam

Students entering kindergarten and the seventh grade (i.e. junior high), and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school. Please return the form to your building secretary.

Pictures

The school district arranges for a photographer to be present at school in the fall to take individual pictures. Parents will be notified of the date and will purchase pictures directly from the photographer. Class pictures at the K-6 level are taken in the spring. Parents who want pictures of their student's class may purchase them directly from the photographer as well.

Playground Rules

Students must follow these rules to keep the playground safe:

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

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

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with state and federal law. The policy is available on the district's website (<http://www.stpaulpublicschools.org/>) 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. 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 a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

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

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court. The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child. The district will not restrict the access of custodial and non-custodial parents to their students and their student's' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order. The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts. A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Safety - Standard Response Protocol (SRP)

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- Secure is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
- Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- Evacuate is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- Shelter is always followed by a type and a method and is the protocol for group and self protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." Communication to the local Law Enforcement Agency would then be "We are under Lockdown." Each response has specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Bus Zone." Responses can also be combined: "Evacuate to Hallway; Shelter for Tornado; Drop, Cover and Hold."

Secret Organizations

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

Sex Offenders Registry

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers. The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to Neb. Rev. Stat. § 29-4006 and 29-4009 will be disclosed in the aforementioned notification. The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis. Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program. The Nebraska State Patrol Sex Offender Registry is at the following address: <https://sor.nebraska.gov/>

School Day

The school day begins at 8:15 a.m. for all students PK-4 and 8:30 a.m. for all students 5-12. PK-4 students dismiss at 3:35 p.m. and 8:37 p.m. for all 5-12 students. Students are to leave the school grounds after dismissal. PK-6 school staff will provide supervision for students on school grounds 15 minutes before the school day begins and 10 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

School Law Enforcement Presence

The district designates the Howard County Sheriff's 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 District, and 3) maintaining safe and drug free schools. This does not prohibit the District from contacting or seeking the assistance of any other law enforcement unit as appropriate.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Sniffer Dogs

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy. Protocol for Use of Sniffer Dogs:

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained

- sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
 3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
 4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
 5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
 6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
 7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
 8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
 9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.
 10. NOTICE TO STUDENTS AND STAFF - Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:
 - a. Lockers may be sniffed by sniffer dogs at any time.
 - b. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
 - c. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
 - d. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Student Assistance Team (SAT) Through Multi-Tiered Systems of Support Process (MTSS):

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT), in collaboration with parent/guardians, and when appropriate, the student. The team can explore possibilities and strategies that will best meet the educational needs of the child.

Student Fee Policy

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:

- a. "Students" means students, their parents, guardians or other legal representatives.
- b. "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.
- c. "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:

- a. 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.
- C. 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.
- D. 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.
- E. 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 material 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.
- a. The maximum dollar amount charged by the district for course materials shall be:
- | | |
|--|---------|
| i. Industrial Technology Classes | \$50.00 |
| ii. Art Classes | \$30.00 |
| iii. Family and Consumer Science Classes | \$30.00 |
- F. Technological Devices** - The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$0. **As with all school property, students will be charged for damage to the device.**
- G. 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.
- H. The following list details the maximum dollar amount of all extracurricular activity fees and the specifications for any equipment or attire required for participation in extracurricular activities:**
- | | |
|---|---|
| i. Student activity card | \$30.00 - Covers admission to all extracurricular events excluding all-school play, musical, variety show, district events hosted by St. Paul Schools, and one-act play performances. |
| ii. Art Club | - \$10.00 |
| iii. FBLA - Future Business Leaders of America | - \$20 Dues, \$22 Polo Shirt, optional \$150 to attend State Leadership Conference (SLC) |
| iv. FCCLA - Family, Career and Community Leaders of America | - \$25.00 |
| v. FFA - Future Farmers of America | - Students must purchase their own jackets which are approximately \$50 and pay dues of \$25. |
| vi. Math and Science Club | - \$30.00 |
| vii. NHS - National Honor Society | - \$0.00 |
| viii. Robotics | - \$0.00 |
| ix. Cheerleading | - 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 \$181.00 |
| x. Dance | - 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 \$129.00 |
| xi. 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 \$0 |
| xii. Football | students must provide their own football shoes, undergarments, and mouth guard. |
| xiii. Golf | students must provide their own golf shoes, undergarments, and clubs. |
| xiv. Softball | students must provide their own shoes, gloves, and undergarments. |
| xv. Volleyball, Basketball, Wrestling, and Track | students must provide their own shoes and undergarments. |

xvi. Rifle and Trap Teams students must provide their own weapons and ammunition

- I. **Post-Secondary Education Cost-** 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.
- J. **Transportation Costs-** The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$.51 per mile.
- K. **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 students. 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 student's 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.
- L. **Participation in Before-and-After-School or Pre-Kindergarten Services -**The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$0.00.
- M. **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 \$0.00.
- N. **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.

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

Breakfast Program:

Lunch Program:

• Grades K-6 ◦ Regular Price - \$1.90 • Grades 7-12 ◦ Regular Price - \$2.15 • Adult - \$2.15	• Grades K-6 ◦ Regular Price - \$2.75 • Grades 7-12 ◦ Regular Price - \$3.05 • Adult - \$3.85	• Seconds - \$1.00 • Milk - \$0.45
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- O. **Charges for Musical Extracurricular Activities -** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:
 - a. **Band \$0** - Students must provide their own instruments and marching band shoes, which must be black, rubber-soled sneakers
 - b. **Swing Choir \$75** - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$75.00.
- P. **Contributions for Class Extracurricular Activities -** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these **extracurricular** activities, the school district will ask each student to make a contribution to their class's fund beginning in ninth grade. This contribution is completely voluntary. Students who choose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be **\$30.00/year**.
- Q. **Waiver Policy -** Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.
- R. **Voluntary Contributions to Defray Costs -** When appropriate, the district will request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain

services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents and patrons.

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more **may** be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances. Students who become ill at school will be sent to the building office where the school nurse, or their designee, will determine the appropriate response. When a child is too ill to remain at school, the school nurse or their designee, will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

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

Student Records and Directory Information (5016, 5017)

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose. For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Infinite Campus or Student Record System. Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records. Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board

pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order. The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company. Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act. **Routine Directory Information.** The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number. Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written 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. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district. When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Technology in the Classroom

In General, the district desires to use technology in a way that aids in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

I. Devices

- A. Non-district issued electronic devices may be provided by teachers for use in their classroom, so long as the use of such devices is supervised by a staff member and subject to the conditions set forth below. Teachers who wish to bring a device into the classroom should inform the principal before deploying the device.
 1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use.
 2. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device that actively or passively create or transmit audio or video recordings must have that function disabled while the student uses the device in a district classroom unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.
 3. Any classroom recordings made by a staff member will be made pursuant to district policy.

II. Applications

- A. School as an Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.
- B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.
- C. Staff-Selected Applications.
 1. Staff are permitted to select applications for use in the classroom.
 2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Telephone Calls

Students ARE NOT to use the school phone during the school day unless it is an emergency. Also, students should make their after-school plans before the school day begins. Students may use the telephone located in the office after school, ONLY if it is an emergency.

Threat Assessment and Response (3039)

Superintendent as Primary Investigator and Decision-Maker - 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 reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred. **THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.** **2. Threat Assessment Investigation and Response.** All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful. The superintendent must confer with at least one member of the school's counseling staff as part of his/her investigation. At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team. **3. Communication with the Public about Reported**

Threats. To the extent possible, the superintendent will keep members of the school community informed about possible threats and about the District'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 superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law. **4. Coordination with the Crisis Team After Resolution of Threat.** The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan. Adopted on: July 10, 2017 Revised on: June 10, 2019 Reviewed on: March 11, 2019

Transportation Services

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools. When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care. Students who are homeless will be provided with transportation pursuant to Board Policy 5014. The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts. The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal. The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School - Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule. The board of education provides transportation to option students only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at pre existing stops along an existing bus route (c) school can organize central pick up for multiple students with the decision being made by the Superintendent. The district does not provide mileage reimbursement for option-enrolled students unless otherwise required by law. **Bus Regulations** Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules, all school conduct rules, and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

1. Rules of Conduct on School Vehicles:

- a. Students must obey the driver promptly.
- b. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- c. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- d. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- e. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- f. Students are prohibited from throwing or passing objects on, from, or into vehicles.
- g. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- h. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- i. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- j. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- k. Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- l. Students must respect the rights and safety of others at all times.
- m. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- n. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- o. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

2. **Consequences** - Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long-term suspension from school, and/or expulsion. These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

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

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration. Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

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

Use of Tobacco Products

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery system; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. 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.

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Visitors

Any person who comes to talk to or take a student from school must register in the Elementary or High School Office. Contact with students will be restricted to the parents of the student, a close friend of the family when an emergency exists, or law enforcement officers. Any person wanting to visit teachers during the school day will only be allowed contact during that teacher's prep time. Any person wanting to visit teachers during the school day will only be allowed contact during that teacher's prep time.

Visitation of Classes

Parents are encouraged to visit their child's classroom while it is in session unless the timing, circumstances, or frequency of the visits negatively impact any student's receipt or teacher's delivery of instruction. We ask that parents inform the classroom teacher, administrator, and school secretary at least 24 hours prior to the visitation time. Arranging a visitation time with the classroom teacher ahead of time becomes more critical in August and September as classroom routines are being developed and February through May because of test taking, student assessment activities, special projects, etc. All visitors must check in at the Principal's or Secretary's office before going to the classrooms. Visitors must sign in and wear a visitor badge while in the building.

Weather-Related School Closing

In an effort to keep you better informed, we will continue to utilize a notification service which will allow us to send a telephone or email message to you providing important information about school events or emergencies. We will use this service to notify you of school delays or cancellations due to inclement weather, as well as reminders and announcements that may arise during the school year. In the event that the schools will be closed due to inclement weather, information will be broadcast on television stations KOLN-KGIN (channels 10 and 11) and NTV (channel 13) as well as on radio stations KRGJ (FM 96) and KMMJ (AM 750). **In addition** to the radio and TV notification of St. Paul Public School closing on snow days or having a late start, we have added notification through our St. Paul Public School's Website. A special notice will be shown when you bring up the site. The address is www.stpaulpublicschools.org.

Work Permits

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

SECTION TWO - ACADEMIC INFORMATION

Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct consistent with board policy, the Student Discipline Act, and this section. **Definitions:** The following definitions provide a guide to the standards of academic integrity:

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

- a) **Tests** (includes tests, quizzes and other examinations or academic performances):
 - i) **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - ii) **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - iii) **Use of Other Student Answers:** Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - iv) **Use of Another Student to Take a Test:** Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - v) **Misrepresenting Need to Delay Test:** Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- b) **Papers** (includes papers, essays, lab projects, and other similar academic work):
 - i) **Use of Another's Paper:** Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

- ii) **Re-use of One's Own Papers:** Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - iii) **Assistance from Others:** Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling. Assistance from home is encouraged, but the work must remain with the student.
 - iv) **Failure to Contribute to Group Projects:** Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - v) **Misrepresenting Need to Delay Paper:** Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing was because the student had not finished the paper.
- c) **Alteration of Assigned Grade:** Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to: a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source. b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

1. **Academic Sanctions:** The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of zero for the work, and/or require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. **Report to Parents and Administration:** The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parent(s) or guardian(s).
3. **Student Discipline Sanctions:** Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in 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.

Class Rank/Credit for College Courses and Non-Academic Courses

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade and/or the course must be taught by a St. Paul Public School Instructor, for each class in which he/she was enrolled. In order to provide students with a variety of post-secondary course offerings, St. Paul Public Schools has three options available:

- o **Non Dual Credit, Independent College Courses** – This type of course is taken independent from St. Paul Public School staff and instructional delivery tools. In addition, all expenses associated with this course are the responsibility of the student/parent (including, but not limited to: books, tutoring, computers, travel, etc.). This type of course is not part of a student's high school GPA or class rank and is not listed on the high school transcript. It is purely voluntary and must be approved in advance by the administration.
- Dual Credit, Independent College Courses** – This type of course is taken independent of St. Paul Public School staff, but utilizes St. Paul delivery tools available (DL systems, devices, etc.). Grades are assigned as Pass (P)/Fail (F) on the high school transcript and five hours of elective credit is applied for successful completion of the course. This type of course is not part of a student's high school GPA or class rank but is listed on the high school transcript.
- o **St. Paul Instructor-Led College Courses** – This type of course is facilitated by a St. Paul Public School instructor who will utilize delivery tools available at St. Paul (DL systems, devices, etc.). Grades are assigned according to the district's grading scale and weighted course description guidelines on the high school transcript and five hours of elective credit is applied for

successful completion of the course. This type of course is part of a student's high school GPA and class rank and is listed on the high school transcript.

Credit for Non-Academic Work - Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances, there will be two students holding the relevant class ranking. Transfer students will not be eligible to receive the graduation honor of valedictorian and salutatorian, unless the student has been enrolled in the district's high school for the last four semesters.

Credit Transfer and Recovery Policy

St. Paul Public Schools will only accept general education 9-12 elective or credit recovery courses through the University of Nebraska High School (UNHS) program. UNHS courses are proctored, ensuring the integrity of the coursework and assessments and provides a rigorous and reliable alternative for students who need to recover credits, and courses are designed to meet state and national standards, ensuring that students receive a quality education. UNHS core courses are approved by the National Collegiate Athletic Association (NCAA), which is essential for student-athletes planning to pursue athletics at the collegiate level. St. Paul Public Schools closely monitors each student's progress throughout the UNHS courses. The partnership with UNHS currently waives the UNHS \$50 admin fee, but all course expenses (approx. \$200 per semester) and required materials are the responsibility of the student/family. UNHS summer credit recovery course proctoring will be at the expense of the student/family. A staff member willing to take on that responsibility will set their hourly rate. Attempting to complete multiple courses in a short timeline is not advised, as it may not provide sufficient instructional time for mastery of the content.

Credit recovery for junior high students is not accepted. Junior high students who do not meet the requirements to pass their grade level will repeat all grade-level courses during the regular school year. Credit from outside sources may be accepted for students who are homeschooled or exempt. St. Paul admin will review program accreditation and determine student credit, grade level, or cohort placement.

In extreme circumstances, such as a student facing unique challenges or hardships, the administration reserves the right to review and make exceptions to this policy on a case-by-case basis. The decision to grant an exception will be made at the sole discretion of the administration and will be based on a thorough review of the student's individual circumstances and the potential impact on their educational progress.

Dropping a Course

After the first **three (3) days** of the semester, St. Paul's Policy states, "a student may not drop a class unless there are extenuating circumstances and the dropped class cannot create a hole in the student's schedule." This will normally only occur in disciplines like Math or English where there are different levels of difficulty (i.e. Algebra I, Algebra 1B). No courses can be added after the 3rd day of school during both the first and second semesters, aside from the interdisciplinary exchanges. Parent/Guardian signature/email is required to process a schedule change.

Early Graduation

Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of four years. Unless otherwise permitted by Board policy or other applicable law, students must finish all four grade levels in order to graduate. **Requirements for Application.** In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements of this policy. Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and school counseling staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than "C" in any required course at the time of application;
3. A detailed essay that (a) addresses the reasons for seeking early graduation and (b) articulates the student's post-graduation plans, including goals and objectives justifying the need to graduate early; and
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application. **Consideration by the Board of Education.** The principal will make a written recommendation to the Board based on the submitted application from the student. The Board will consider but is not bound by the principal's recommendation. Along with the application, the Board may consult with members of the administration, staff, or anyone else the Board deems appropriate. The Board will grant a student's application only if it determines

that the student is best served by permitting the student to graduate early. **Participation in District Activities.** Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

Eligibility- Grades 7-12

Grades for Jr.-Sr. High School students must be posted by **Thursday at midnight (or the day before the last day of the school week)**. The first list will be ran after the 3rd week of the semester. Students failing a class or classes for two consecutive weeks will be ineligible until they are passing all of their classes. This does not include grade-based school activities, Graduation, or activities requiring a non-refundable deposit. If you are on the ineligible list you may not attend PROM as this is not considered a non-refundable activity. **If a student becomes ineligible due to academic performance, they should prioritize seeking help from their instructors before attending practice. However, students are expected to continue practicing during the week of ineligibility to maintain their skills and participation in the team or activity.** In addition to the participation rule, students will also lose their hall pass privileges, Aid Period, and Senior Release privileges during the week of ineligibility, except for emergency situations. Any senior failing a required course at the end of the first semester will lose their Aid period and/or Senior Release period for the second semester.

1. **Grades** - Students must be continuously enrolled in at least 20 credit hours of instruction per semester to be eligible to participate in activities. The first list will be ran after the 3rd week of the semester. If the student is listed on the week's report, they will be notified of their status that day by email.
 - a. If a student is failing a class or classes they are on the warning list.
 - b. If a student is failing a class or classes the following week they are ineligible.
 - c. A student must be passing all classes to regain eligibility.
 - d. If the student starts failing a class or classes again, they would be on the warning list.
 - e. If a student is failing a class or classes the following week they are ineligible
2. **Traveling**- When a student is on the ineligible list, they will not be allowed to travel with the team/club, if the departure time is prior to the end of the school day.
3. **Class Attendance** - Any student participating in an event must attend at least ½ day (4 periods) of school, the day of the event. It is the Coach's or Sponsor's responsibility to check the student's attendance before allowing him/her to participate. The Activities Director can make exceptions to this rule.
4. **Community Service** - Any student that has not submitted 40 hours of Community Service to the Counseling Office by Winter Break of the student's senior year will be ineligible to participate in extracurricular activities and work release. Once the 40 hours are submitted, students may resume extracurricular participation and work release obligations (this does include ALL school dances).
5. **Participation** - No student will be allowed to practice or participate until he/she has turned into the Activities Office the physical/consent form signed by the Medical Provider, Student, and Parent.
6. **Chromebook Usage** - Students on the ineligible list will have restrictions put on their computer until they are off of the ineligible list. Students will still be able to access sites that are used by teachers on a day-to-day basis (Socrative, Quizlet, Kami, etc.).
7. **In-School Suspension** - A student or athlete may participate or practice as normal after receiving in-school suspension, and additional discipline will be left up to each individual coach.

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association, please refer to the Activity Handbook for further information.

Examinations

Students missing school the day an announced exam is given will make up the exam the day they return to school, at the teacher's earliest convenience, or when requested to do so. Exceptions may be made for students who have been absent for a prolonged period of time. Teachers will announce major exams at least two (2) days in advance. Final exams may be scheduled at the end of each semester.

Grades

Students will receive letter grades for their academic core classes. Grades are an evaluation of what you have learned. They become part of each student's permanent record, which is kept by the school. It should be noted that teachers do not "give" grades; students earn the grades, which they receive. Colleges, vocational schools, potential employers, and the military services are all interested in your high school grades. Grades, percentage equivalents, and grade points are shown on the following table. All incompletes must be made up and a grade assigned within two weeks following the end of the nine-week grading period, or an automatic "F" will be given. In extreme cases, an extension of time may be authorized by the administration.

Letter Grade	Percentage	Grade Points
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A - Superior	100-93%	4.0
B - Excellent/Above Average	92-86%	3.0
C - Average	85-78%	2.0
D - Below Average	77-70%	1.0
F - Failing	69-0%	0.0
I - Incomplete		

A student may earn an incomplete when he/she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average. If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete work will receive a zero and the grade will be determined based on those scores. The two-week period may be extended by mutual agreement of the teacher, principal, and student. A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with "incompletes" will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction. Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district. Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's IEP by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will count toward a high school diploma. Parents of students who may not qualify for a high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

In the elementary grades, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

Grade Level	Letter Grade	
K-1	E=Excellent S=Satisfactory P=Progressing N=Needs Improvement	
2-6	Letter Grade	Percentage
	A - Superior	100-93%
	B - Excellent/Above Average	92-86%
	C - Average	85-78%
	D - Below Average	77-70%
	F - Failing	69-0%
	I - Incomplete	

Grade Weighting

In an attempt to recognize those courses that are most academically challenging, grades for certain classes will be weighted. The criteria for choosing courses to be weighted are: The course should 1) be highly academic in nature; 2) require considerable daily preparation time outside of class; 3) require a high degree of intellectual growth. Courses on the list below will receive 103% credit when figuring class rank. Grade weighting will in no way affect the number of credits received for classes. It is not intended, in any

way, to diminish the value, importance, or prestige of non-weighted classes. It merely recognizes that certain courses require significantly greater preparation and performance to achieve academic excellence. The weighted classes include:

- Physics (St. Paul Instructor-Led College Course)
- Anatomy & Physiology
- Chemistry
- Psychology
- Calculus - offered based on instructor availability and student requests
- Trigonometry - (St. Paul Instructor-Led College Course)
- College Algebra (St. Paul Instructor-Led College Course)
- Statistics (St. Paul Instructor-Led College Course)

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement of the St. Paul Public School curriculum. The valedictorian and salutatorian of the graduating class shall be the students with the highest and second-highest cumulative percentage grade point averages from any credited course work transcribed through the end of the first semester of grade twelve. These students will receive their awards during commencement exercises. Honor graduates will be senior students who have achieved a 93% (A) or above cumulative weighted grade point average through the end of the first semester of grade twelve and have attained an ACT superscore of 24 or above as of the December testing of their senior year. The ACT superscore is determined by taking the highest score from each subject area (English, Math, Reading, and Science) across all ACT test attempts and calculating a new composite score.

Graduation Requirements

GRADUATION REQUIREMENTS - 9-12th GRADE STUDENTS - A minimum of 240 semester hours in grades 9 through 11 is required for graduation. In the 240 hour requirement, a student must have acquired the following required academic credits listed in the [course descriptions document](#). Students and families also have access to the academic planner on the campus portal to track progress and requirements. The additional 90 hours of credit may be earned by taking any of the elective courses offered. Students who have not met the minimum of 240 semester hours, have not completed the required courses, or have not completed their community service requirement, or have not met their financial obligations to the school will **not** receive a diploma and will **not** be allowed to participate in graduation exercises. **For detailed course and credits information please view the course descriptions document.**

[COURSE DESCRIPTIONS 2023-2024](#)

School Counselor Services

A full-time School Counselor is employed by the school to assist students with personal, home, and school problems, to supply information concerning occupations, colleges, technical and commercial schools, and to conduct a self-assessment/exploration program designed to aid students with their educational and occupational choices. The school counseling office invites representatives from a wide variety of post-high school educational institutions to the school. Students are urged to visit these representatives for information. The Counselor keeps well informed of the local job market for those students who wish to enter the world of work upon graduation.

Homebound Instruction

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

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration. Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment. Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the school counselor.

Students will be allowed one day for each day absent to complete make-up homework (with the exception of previously announced exams, which would be taken immediately upon a student's return or at the discretion of the instructor); for example, if a student was absent Monday and Tuesday and returned to school on Wednesday, the assigned homework that was missed on Monday would be due

Thursday and Tuesdays missed homework assignments would be due Friday. Work not turned in on time will be graded down, according to each teacher's classroom rules or one grade per day, up to a limit of three (3) days late. Work not completed by that time will receive a zero. All late work will be graded at the discretion of the teacher and their schedules.

Honor Roll

The purpose of the Honor Roll is to give recognition and honor to those students who excel in the classroom. The school will release Semester Rolls. The Honor Roll will be calculated using the grades earned in term instructional classes, with the following exceptions: Work Release, Mentor, Labs, Teacher/Office Aide/Tech Aide, Yearbook and Junior High Rotation Classes. Students who earn all A's will be on the "A" Honor Roll. Students who earn all A's and B's will be on the "B" Honor Roll. An incomplete grade in any course will exclude a student from being included on the Honor Roll.

National Honor Society Requirements

Students must be a sophomore, junior, or senior with a 93% or above average. They must function as a leader or participant in school activities with minimum involvement of two activities required. They must demonstrate a willingness to work for both school and community improvement. They must have had positive recommendations from the faculty. Inquiries about this policy will be addressed by the superintendent or their designee.

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 308-754-4433.

Promotion, Retention, and Acceleration

St. Paul Public School is dedicated to the best total and continuous development of each K-12 student enrolled; therefore, professional staff are expected to place students at the grade level best suited to them academically, socially, and emotionally. Students will normally progress annually from grade to grade, with Junior High requirements being the passing of 4 of the following 5 classes; English, Math, Science, Social Studies and Reading. Exceptions may be made when, in the collective judgment of parents and the professional staff, such exceptions are in the best educational interest of the students involved or required by state and federal law. These exceptions will only be made after prior notification, explanation, and discussion with the students and their parents in accordance with the procedures established.

Registration

Before dismissal from school each spring, all students will register for subjects for the coming year. The principal or the counselor must approve this selection. Seniors must register for a minimum of five credited (5-hour) classes per semester. Juniors, sophomores, and freshmen must register for a minimum of seven credited classes each semester. Students will be given access to course descriptions during registration for the upcoming school year as well as graduation requirements and programs of study. Students will track their individual Academic Plan on their Infinite Campus portal. All new students to the district (K-12) may register online from the school website: <https://www.stpaulpublicschools.org/>

Report Cards

Report cards are available in Infinite Campus the week following the end of the semester reporting period. Mid-semester reports are also shared in Infinite Campus with parents of students who are having difficulty in an academic subject.

Schedules and Changes

Scheduling and assignment of students to classes and teachers is made under the direction of the Principal and Counselor. Schedule changes must be completed **BEFORE** the end of the 3rd school day for each semester. Changes are **ONLY** for the following academic reasons: Error in course placement; Incomplete schedule; Change in anticipated goals. All changes require administrative approval. Student initiated schedule change requests must be submitted in writing from the student and their parent or guardian.

Special Education Services

All children with verified disabilities who are eligible for special education services are entitled to a free appropriate public education. The district will follow state and federal law as well as the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to special education and related 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 these impairments need special education and related services. **How are Students With Disabilities Identified?** Referrals are made by teachers or parents generally to a Student Assistance Team (SAT). If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, or if a parent makes a request, 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 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 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 which 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 infants 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 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. Determination of a student's educational placement will be made by the IEP team. 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; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of a 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 or Special Education Director. A notice of parental rights, Rule 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>.

Standardized Testing

The Measure of Academic Progress (MAP) assessment is administered annually in grades 3-11 to determine each student's achievement probability for individual success. Tests are administered in the first and second semesters. Reports will be shared at fall Parent-Teacher Conferences.

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 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 nondisabled 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 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 non-academic 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.

Withdrawal From School

If it becomes necessary to withdraw from school, students should follow this procedure: **1.** Inform the Principal and the School Counselor of your intention to withdraw from school. **2.** Request a "Clearance for Leaving School" form from the Principal's office. **3.** Present this form to each teacher to sign after you have returned all books and materials. **4.** Secure the signature of the librarian, the Activity Director's Secretary, the Lunch Secretary and your class sponsor, indicating that all materials have been returned and all dues paid. **5.** Return the "Clearance for Leaving School" form to the Principal's office before you leave the building.

SECTION THREE - STUDENT BEHAVIOR/DISCIPLINE

Bullying (5054)

Definition of Bullying. Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The Center 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 District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors. **Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior. **Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous Report It!!! Google Forms on the school website to make this report. Students may also 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 anti-discrimination 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.

Code of Conduct for Students

You, as a student and as a citizen of the United States, have those rights guaranteed to all citizens by the Constitution and the Bill of Rights. Laws and court decisions have defined some of the citizen rights relative to students in specific areas of school placement, records, and discipline. Students also have the important responsibility not to interfere with another person's exercise of constitutionally protected rights. To define this responsibility further, a student does not have a right to engage in conduct or actions that would materially and substantially interfere with the requirements of appropriate discipline in the operation of a school. A student's basic responsibility in school is to act in a manner that enhances his/her and other's opportunities to learn.

The rules governing student behavior at St. Paul have their roots in the simple code of courteous and considerate behavior toward one another. The goal of the school is to help develop self-discipline and a strong sense of responsibility. In addition to other standards adopted by the board or appropriate staff members, the following are standards of conduct in which staff members have the right to expect of all students: **A.** Respect the authority of all staff members in maintaining good order. Always follow the directions of any staff member. Always give your name when asked. Always report to the office when directed. **B.** Attend all assigned classes and study halls unless officially excused. **C.** Be properly equipped for class or study hall each day, having paper, pencils, textbooks, and other required materials. **D.** The classroom is a learning setting; therefore, no food or drinks are allowed unless approved by the supervisor. **E.** Be seated in your classroom or in your learning area when the tardy bell rings. **F.** Show respect for the rights and feelings of others. All students have a responsibility to know and respect the rules and regulations of the school. Students have a further responsibility to behave in a manner appropriate to good citizenship everywhere. Any conduct which causes or which creates a reasonable likelihood that it will cause substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with the health, safety or wellbeing, or the rights of other students, is prohibited. Nothing contained herein is intended to restrict the exercise of constitutional rights of any individual. The preceding is a general standard that will be used as a guide by all students.

SCHOOLWIDE DISCIPLINE PLAN:

All St. Paul Public School students will show/demonstrate respect for self, others, and property.

Expected Behaviors: Be Respectful, Be Responsible, Be Safe

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property). The school district's discipline is guided by the following principles:

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

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook. The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Progressive Discipline Plan

St. Paul High School's discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the charts listed below. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by either of the principals he/she will receive a specific number of points. Any points received shall be cumulative throughout the school year. Accumulation of 100 or more points in any category or combination thereof, throughout the school year, will result in recommendation to the Board of Education for expulsion from St. Paul Public Schools.

The following Definition of Terms is provided in order to help clarify inappropriate behaviors at St. Paul High School

Arson-The burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district

Bomb Threat- Raising or creating any false alarm of a bomb in and to try any buildings, or part of any building, structure, or property of the school district by any means or manner whatsoever

Bullying- Treating another person abusively by words or actions using force or coercion

Careless Driving/ Speeding-any driving which endangers oneself and one's property

Cheating- To violate rules dishonestly (as on daily work or an examination)

Detentions- Time during the day (before or after school) when a student is required to report to a specific area to make up time. Examples of reasons would be misbehavior, tardies, lack of effort in class or classes, etc.

Disrespect to Faculty Member- lack of respect

Disruption of School/Class/Assemblies- examples include: yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, disruptive objects, etc.

Explosives, fireworks, and Foul Substances- any article containing an explosive or combustible substances including fireworks or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another

Expulsion- the term “expulsion” means disciplinary action whereby a student:

1. Is separated from school attendance for a period in excess of ten days
2. Is separated from school attendance for the balance of the then current semester or current year; or
3. Suffers a penalty which automatically prevents his or her completing within normal time his or her overall course of study in any school in the school district

The term does not apply to situations which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities or school provided transportation

Extortion/Blackmail- The direct attempt to extract money, goods, or favors from another individual through coercion, force or threats

False Alarm of Fire- raising or creating any false alarm of fire in and to any building, or part of any building structure or property of the school district by any means or manner whatsoever

False Call- The act of claiming the name of another person to excuse a student from class or school

Fighting- The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.)

Forgery- The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms

Gross Misbehavior- Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well being of others including the promotion of fighting

Harassment/Intimidation- Any act of threat by force or verbalization against another person

Illegal Entry- Forced entry or entry without administrative authorization into a building, room or school property

Illegal Explosives- Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting bodily injury

Inappropriate Behavior/Gestures- Behavior on school grounds that is not acceptable as measures by the general standards of the school and community including words, gestures, pictures, spitting, unauthorized haems, littering, loitering, etc.

Inappropriate Dress- See Dress Code provisions delineated earlier in the handbook

Indecent Material- The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property

Indecent Behavior- Any act of a sexual nature that is deemed unacceptable in a school setting

In-School Suspension- Any disciplinary action whereby a student is separated from class attendance, but is required to be at school. In-school suspension generally lasts from one to three days

Insubordination- Disregard for authority of a staff member

Loitering- Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass

Long Term Suspension- More than five school days, but less than twenty school days

Mandatory Reassignment- Assignment to another educational setting

Member of the Administrative Staff/Designee- A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority

Minor Vandalism- Intentional damage to property or materials with a value of less than \$10.00

Misuse of School Materials/Equipment- Misusing and/or using school materials in an unauthorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home, etc. food products, etc., misuse of computer accounts or materials.

Other School Personnel/Staff Members- All school district employees and functionaries except teachers. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus drivers, etc.

Physical or Verbal Assault- The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event

Plagiarize- To steal and pass off as one's own work without crediting the source, knowingly, or unknowingly

Possession or Illegal Use of Weapon- The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury

Possession/Use of Tobacco- Smoking by any students or the possession of smoking materials (chewing tobacco) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco) and exhibiting probable suspicion of intent. NWHS Substance Abuse Policy governs this rule

Profanity- The use of language that is unacceptable to school/community standards

Public Display of Affection- The showing of affection that is not appropriate in the school setting (such as kissing or embracing)

School Property- Any building, buildings, part of any building, structure, land or property of the school district

Short Term Suspension- Up to and including five school days

Suspension- Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days and which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities, or school provided transportation

Theft 1- The act of acquiring and/or being in possession of the property of another, without consent, at a value of less than \$100.00

Theft 2- The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$100.00

Trespass- Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart therefrom by members of the school staff, refusing or neglecting to depart from.

Truancy- The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy

Unauthorized Games in School Building- Gambling, poker, etc. Unlawful intimidation of school authority interfering with administrators, teachers or other school personnel by force or violence

Vandalism 1- Destruction of school property or property belonging to another at a value of less than \$100.00

Vandalism 2- Destruction of school property or property belonging to another at a value of more than \$100.00

Threatening Behavior- Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect

Vulgarity- Offensive, lewd, obscene

Section 11: Progressive Discipline Levels

Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points

A - Detention

B - Detentions

C - 1-5 Days In-School Suspension

D - 6-10 Days In-School Suspension

E - 1-5 Days Out-of-School Suspension

F - 6-10 Days Out-of-School Suspension

G - 10+ Days Out-of-School

H - Recommend Expulsion

I - Police will be notified

J - See Alcohol/Substance Abuse Policy

Note: Parents will be notified at Levels C-I. In-School Suspension may be substituted by the administration for Out-of-School Suspension. A meeting with Parent(s), student, Administration, and Teacher will be recommended upon the student's return from OSS.

The following are guidelines for student discipline. The Administration reserves the right to handle all cases on an individual basis.

Progressive Discipline Plan Categories/Consequences

<u>Offense</u>	<u>Category</u>	<u>Points</u>	1	2	3	4	5
Dress Code Violation (first offense 0, additional are +5 reviewed by admin)	I	0/+5	A	B	B	C	D/E
Public Display of Affection (first offense 0, additional are +5 reviewed by admin)	I	0/+5	A	B	B	C	D/E
Irresponsible - (ie:missing or uncharged Chromebook/Items Required for Class)	I	0/+5	A	B	B	C	D/E

Other							
Distracted (not paying attention/following directions the first time/sleeping, etc.)	II	+5	A	B	B	C	D/E
Cell Phone Violation (admin will review for multiple occurrences)	II	+5	A	B	B	C	D/E
Skipping Detention with Teacher	II	+5	A	B	B	C	D/E
Peer(s) Distracted (attention away from the teacher/classroom disruption)	III	+0/5	B	B	C	C	C/D/E
Other							
Peer(s) embarrassed, shamed, or humiliated	III	+10	A	B	B	C	C
Peer(s) Disrespected (language, property and/or personal space)	III	+10	A	B	B	C	C
Staff Disrespected (Arguing, talking back, etc.)	III	+10	B	B	C	C	C/D/E
Lying/Cheating/Plagiarism	III	+10	A	B	C	C	E/F
Physical Contact/Aggression	III	+10	B	B	C	C	E/F
Property Misuse (Chromebooks, school owned property, etc.)	III	+10	B	B	C	C	E/F
Walking Home for Lunch violation (drove off campus, etc.)	III	+10	B	B	C	C	D/E
Skipping Double Detention with Teacher	III	+10	B	B	C	C	D/E
Jeopardizing the safety of oneself or others	III	+10	B	B	C	C	E/F
Skipping class/leaving school grounds w/o permission	III	+10	B	B	C	C	E/F
Trespassing	III	+10	B	B	C	C	E/F
Defiant	III	+15	B	B	C	C	E/F
Bus/Transportation Misconduct - referred to the office for review, and students may be removed from school transportation.	III	+5/10/15	B	B	C	C	E/F
Other							
Fighting	IV	+20	C/E	C/E	C/E	C/E	E/F/H
Theft 1	IV	+20	A/B/C/I	C/E	C/E	C/E	E/F/H
Vandalism 1	IV	+20	A/B/C/I	C/E	C/E	C/E	E/F/H
Gross Misbehavior	IV	+20	C	C/E	C/E	D/E	E/F/H
Theft 2	IV	+30	C/I	C/E	D/E	D/E/F	E/F/H
Vandalism 2	IV	+30	C/I	C/E	D/E	D/E/F	E/F/H

Bullying	IV	+30	C	C/E	D/E	D/E/F	E/F/H
Threatening Behavior/Verbal Intimidation/Harassment (Sexual or Non-Sexual)	IV	+30	C	C/E	D/E	D/E/F	E/F/H
Sexting	IV	+30	E/I	E/H/I	E/H/I	E/H/I	H/I
Other							
Extortion	V	+50	E/I	E/H/I	H/I	E/H/I	H/I
Violation of Drug/Alcohol Policy on school grounds/property/during school activity	V	+50	E/I	E/H/I	E/H/I	E/H/I	H/I
Intentional False Fire Alarm	V	+50	F/I	F/I	F/H/I	F/H/I	F/H/I
Possession of Weapon other than Firearm	V	+50	F/H/I	F/H/I	F/H/I	F/H/I	F/H/I
Terroristic Threats	V	+50	F/H/I	F/H/I	F/H/I	F/H/I	F/H/I
Possession and/or use of fireworks	V	+50	F/I	F/I	F/H/I	F/H/I	F/H/I
Other							
Arson	VI	+100	H/I	H/I	H/I	H/I	H/I
Bomb Threat	VI	+100	H/I	H/I	H/I	H/I	H/I
Physical Assault (School Employee)	VI	+100	H/I	H/I	H/I	H/I	H/I
Possession and/or use of Explosives	VI	+100	H/I	H/I	H/I	H/I	H/I
Use of any instrument as a weapon	VI	+100	H/I	H/I	H/I	H/I	H/I
Possession of Firearm	VI	+100	H/I	H/I	H/I	H/I	H/I
Other							

Dating Violence

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

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

Discrimination and Harassment

~~The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities.~~ Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Jaime Camden at (308) 754-4433, jaime.camden@spwildcat.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Rob Wegner at (308) 754-4433, rob.wegner@spwildcat.org, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact their school principal at (308) 754-4433, alex.egger@spwildcat.org (elementary)

richard.moore@spwildcat.org(secondary), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Forms of School Discipline (5035)

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, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remains in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receives counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline. In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators. Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian. Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

- **K-6 WIN** - At St. Paul Elementary, your child's education is very important to us. Because we expect success for ALL students we are implementing a program called What I Need or WIN in the elementary. WIN will take place after school until 4:00 p.m. in your child's classroom or a designated grade-level classroom. This will be an opportunity for your child to complete missing homework, redo an assignment, and receive extra help if they have a failing test score. If your student receives a WIN, the classroom teacher or your student will contact you by phone call, text, or email. Your student will then bring home a green WIN form that will include information in regard to why they received the WIN. Please sign the form and return it with your child the next day. If the student chooses to skip WIN time, they will then receive the original grade they earned. The staff at St. Paul Public School is committed to serving your child's educational needs. WIN is another avenue to help ensure your child's success!
- **K-6 Recovery Time/ Recovery Room** - Students sometimes need a few minutes to process their behaviors or to compose themselves. Teachers will ask them to walk down to Recovery. In Recovery, students will discuss their behaviors, coping skills, and positive alternatives. Typically, Recovery will last no longer than 10 minutes.
- **7-12 Teacher Assigned Detention in the Teacher's Room** - Teachers may require students to come in during lunch, to come in before school, or to stay after school to re-teach appropriate behavior skills when the student violates rules contained in the handbook (or violates classroom-specific conduct rules set by individual teachers). Students may also be assigned a detention to serve with teachers to re-teach academic skills. Students who ride the bus home from school will be given a 24-hour notice of the detention so that parents may make plans to pick up the student the following day. A student who has a conflict with a detention is responsible for working it out with the teacher.
- ~~**Saturday School** - The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by a teacher or administrator. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.~~
- **In-School Suspension (ISS)** - The building administrator may require a student to serve in-school suspension. Students may be required to attend up to a full school day (upon arrival or no later than 8:30 to 4:00 p.m.) from school-sponsored suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their in-school suspension will face further disciplinary action. It shall be the student's responsibility to contact each teacher for daily assignments.
- **Emergency Exclusion** - Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.
- **Short-Term Out of School Suspension (SUS)** - 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:
 - a. The Principal shall make a reasonable investigation of the facts and circumstances. The short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student,

to further school purposes, or to prevent interference with school purposes.

- b. Prior to the commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
- d. Students who have been suspended from school on a short-term basis (1-5 days) may turn in the work missed under the following conditions:
 - i. It shall be the student's responsibility to contact each teacher for school-work during the suspension and/or when he/she returns to school from the suspension. The student shall have the same number of days as the suspension to complete the make-up work for full credit. All work not completed within the allotted time will be given a zero and no credit granted.

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

- **Pre-Kindergarten through Second Grade Students**

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

- - **Expulsion - 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.
 - **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the board of education or a committee of such a board, took the final action to expel the student, the student may be readmitted only by the action of the board. Otherwise, the student may be readmitted by the action of the Superintendent.
 - **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
 - **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

1. **Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment** - The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school

employee or by his or her designee, or at a school-sponsored activity or athletic event:

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- b. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal the property of substantial value, or repeated damage or theft involving property;
- c. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
- f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
- g. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- h. Engaging in bullying as defined in section 79-2,137 and in these policies;
- i. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- j. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- k. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - i. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - ii. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting, or indecent to the extent that it interferes with the learning and educational process;
 - iii. Violating school bus rules as set by the school district or district staff;
 - iv. 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.;
 - v. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska Law;
 - vi. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - vii. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - viii. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - ix. Engaging in hazing as defined by state law and this policy Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating,

branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

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

Due Process Afforded to Students Facing Long-term Suspension or Expulsion - The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. 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 parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment 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;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses

to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail 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, student's parents, guardian 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 or guardian 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 or guardian 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 or guardian 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 or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, 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 student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement - Violations of this section will result in a report to law enforcement if:

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

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

Firearms

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term “firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law. Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Locker Room Supervision (4062)

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations. Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Escorting students to and from the locker room and the activity or instructional area. All students will remain with the teacher, coach, or sponsor until everyone is finished with the activity before being escorted to the locker rooms. When students are finished showering/changing, they need to congregate next to the teacher, coach, or sponsor.
- Entering and walking through the entire boys’ locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Monitoring outside of the girls’ locker rooms to listen for prohibited conduct.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker rooms to determine that all students have exited the locker rooms before locking it.
- Ensuring that the locker rooms remain locked during any activity.

If a student is found missing during an activity, the staff member, coach, sponsor or adult designee shall check the locker room for the missing student. The locker room must be locked at all times when unsupervised. Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows the presence in the locker room are allowed access to the locker room before or after the regular school day. Students are not allowed to enter or reenter the locker room without appropriate supervision. If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such

obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order. Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave. Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason. Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor. School administrators or their designees may make random checks to assess policy compliance.

Police Questioning and Apprehension

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

Restraint and Seclusion (6033)

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual, or other similar interventions. **Definitions:** Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required. Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that has been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as: Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; Restraints for medical immobilization; or Orthopedically prescribed devices that permit a student to participate in activities without risk of harm. Chemical restraint refers to the administration of medication for the purpose of restraint but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian. Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming. **Use of Restraint and Seclusion.** The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated. *The use of mechanical restraint is strictly prohibited.* The use of physical restraint and seclusion is permitted in a manner consistent with this policy as reasonably necessary where the student's behavior risks causing physical harm to self or others. **Procedures.** No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort. Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances. **Recording and Reporting.** Each incident of restraint or seclusion must be recorded and reported as required by the building administrators. **Training.** All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate

training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Title IX Policy (3057)

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 1305 Howard Avenue, rob.wegner@spwildcat.org, 308-754-4434. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.stpaulpublicschools.org/>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: [Policy 3053 Nondiscrimination](#)

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and

- Other sex-based harassment in the school district’s education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district’s “Title IX Coordinator,” to coordinate the school district’s efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.

- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process. The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;

- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and

- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Elementary Title 1 Compact

St. Paul Elementary Home-School Educational Compact

Hand in hand we can learn and work together to build a better world.

Student

Education is important to me by helping me become a better person:

I will do my best to:

1. Come to school prepared to learn and return completed homework on time.
2. Work cooperatively with my classmates and teachers.
3. Show respect for myself, my school and all other people
4. Ask for help when I need it.
5. Obey all school rules.

All children can learn but we must work together to be successful!

Parent/Caring Adult

Participation in a child's education will help his/her achievement and attitude.

I will do my best to:

1. Provide a home environment that encourages my child to learn.
2. See that my child attends school regularly and on time.
3. Talk with my child about his/her school activities every day.
4. Insist that all homework assignments are completed.
5. Communicate and work with teachers and school staff to support and challenge my child.

School Staff

A child's school experience is important in her/her development as a person.

We understand our role at school and will do our best to:

1. Be aware of the needs of your child.
2. Provide a safe, positive and healthy learning environment for your child.
3. Respect the cultural differences of students and their families.
4. Come to school prepared to provide high quality curriculum and instruction to enable children to meet state academic achievement standards.
5. Maintain open lines of communication with each child and his/her family.
6. Help each child grow to his/her fullest potential.
7. Annual parent-teacher conferences during which the compact shall be discussed as the compact relates to the individual child's achievement.

Changes in Handbook

This student handbook is subject to change or revision at any time. Any changes and/or revisions within this handbook will be given to students via posted or written bulletins. This handbook will not answer all questions. If you are in doubt about an action or would like an explanation of a policy, please feel free to visit with the administration.

SECTION FOUR - STAFF DIRECTORY

Adam Patrick, Superintendent

	Junior/Senior High School Staff
Richard Moore	7-12 Principal
Rob Wegner	Assistant Principal/Athletic Director
Tracy Anderson	English

Chip Bahe	Physical Education
Elizabeth Beck	Spanish
Boyd Bowder	Agriculture
Travis Brouillette	Social Sciences
Madi Brown	Science
Jaime Camden	School Counselor
Angela Crone	Mathematics
Kurt Harders	Science
Trisha Hedman	Media Specialist
Stephanie Holdsworth	Business
Don Kleinsasser	Computer Technology
Matt Koehn-Fairbanks	Social Sciences
Catherine Lemmerman	Art
Alex Lindsay	Skilled and Technical Sciences
Shelly Lukasiewicz	Reading
Maria Montemagni	Family and Consumer Sciences
Dustin Nilson	Science
Sarah Nilson	English
Janessa Slattery	Mathematics
Devin Solko	Social Sciences
Danielle Spencer	Music
Anna Thede	Mathematics
Cody Wheeler	Physical Education

	Elementary Staff
Alex Egger	K-6 Principal
Tonya Anderson	Grade 6
Chip Bahe	Physical Education
Melody Becker	Kindergarten
Rebecca Syring	Grade 5
Connor Bolling	Physical Education
Lacey Bowder	Grade 1
Chasity Dubbs	Reading/Instruction Coach
Chris Elstermeier	Grade 6
Jackie Fitzgerald	Grade 2
Daylene Fox	Kindergarten
Trisha Hedman	Media Specialist
Marcia Kauk	Grade 4
Jordyn Lindsay	Grade 5
Makenzie Loofe	PreSchool
Ashley Lynch	Grade 5
Elaine McCarty	Grade 6
Kylie Mohling	Grade 1
Stephanie Palacz	Grade 3
Kellie Seward	Grade 1
Danielle Spencer	Music

Janet Stamp	Grade 4
Rochelle Stepanek	Title 1, Reading, After School Program
Chris Thede	Grade 3
Shayla Tibbetts	Guidance Counselor
Kali Volk	Grade 2
Rayann Wales	Grade 3
Ashley Weber	Grade 4
Allyson Wilson	Grade 2
Jenna Wilshusen	Kindergarten
Andrea Zulkoski	Elementary Music
	Special Education Staff
Kim Schulte	K-12 Special Education Director
Roberta Hazen	Elementary & Jr./Sr. High School Special Education
Heidi Hiebner	Jr./Sr. High Special Education
Kelli McClellan	Developmental Learning Program (DLP), Transition Learning Program (DLP), Job Site
Morgan Skibinski	Elementary Special Education
Amanda Hoshor	Elementary Special Education
Tara Sjuts	Elementary & Jr. High Special Education
Jami Wemhoff	Speech Language Pathologist
Chloe Younger	Birth to Five Service Provider/Elementary Reading

Support Staff

Aides/Paras: Krystal Barg, Trish Berggren, Andrea Eacker, Courtney Griebel, Kelli Helton, Kathy Herbig, Brittany Holtz, Amanda Lawver, Connie Lothrop, Mandy Richter, Terran Tomlinson, Jessica Usasz, Tammy Wilshusen, Danika Woodgate, Lisa Woodgate

Business Manager: Tanya Johansen

Hot Lunch Supervisor: Mia Rasmussen

Cooks: Gayle Bremer, Heather Lyons, Jodi Mrkvicka, Michelle Rathman, Evelyn Thiel

Maintenance Supervisor: Brett Stamp

Asst. Maintenance: Mike Smith

Custodians: Ida Klein, Steve Ohde, Ashe Sullivan, Allen Woody

School Nurse: Heidi Stelk

Athletic Trainer: Aaron Vencill

Secretaries: Tamie Tomlinson (Elementary Principal), Terri Townsend (Superintendent, Activities Director),
Marcia Wardyn (Secondary Principal, School Counselor)

Transportation Supervisor: Ryan Camden

Route Drivers: Mike Beck, Rich Kosmicki, Don McCarty, Bob McGuan, Traci McGuan, Marlon Thomsen, and Allen Wilshusen,

ST. PAUL PUBLIC SCHOOLS

STAFF HANDBOOK 2024 - 2025



Administration

ADAM PATRICK - Superintendent

RICHARD MOORE - Secondary Principal

ALEX EGGER - Elementary Principal

ROB WEGNER –Assistant Secondary Principal/Activities Director

KIM SCHULTE – Special Education Director

Board of Education

Curt Dubas

Jason Meinecke

Janelle Morgan

Marty Mrkvicka

Dan Scheer

Phil Thede

Table of Contents:	Page:
Introduction	4
Drug-Free Workplace Requirements	4
Educational Philosophy	5
Notice of Nondiscrimination	5
School Personnel	6
Links (K-4 Schedule, 5-12 Bell Schedule, Reporting Dates, 7-12 Master Schedule, Extra Duty Assignments, Evaluation Form)	6
General School Regulations and Policies For All Employees	
Accidents and Injuries	6
Activity Accounts and Fundraising	6
Activity Tickets	6
Agents, Salesmen and Other Business Representatives	6
Announcements and Circulars	7
Background Checks	7
Board Policies, Rules, and Directives	7
Building Security	7
Evacuations	8
Fire- If you discover...	8
Fire Drill Procedures	8
Fire Drill Administrative Assignments	10
Tornado Drill Procedures	10
Designated Shelter Areas	10
Child Abuse	11
Communicable Disease	11
Complaint Procedures	12
Computers and the Internet: Acceptable Use by Staff	13
Conflict of Interest	14
Contact Information	14
Copy Service	14
Copyright and Fair Use	15
Corporal Punishment	15
Crisis Response Team	15
Disability Leave (Short-Term)	15
Discrimination and Harassment	15
Dress Code	15
Driving (both school and personal vehicles)	16
Drones and Unmanned Aircraft	16
Drug and Alcohol Testing	16
Electronic Communication While Driving	16
Employment-Related Sexual Harassment	16
Expenses	17
Family Medical Leave (FMLA)	17
In-School Communication	17
Intellectual Property	17
Inventory	17
Jury and Witness Duty Leave	17
Keys	17
Maintenance and Cleaning Request Forms	18
Meals Program	18
Memorials for Students and Staff	18
Military Leaves of Absence	18
Milk Expression	18
News and Press Release	18
Newsletters	18
Obligations Related to American Civics Instruction	19
Outside Employment	19
Personnel Records	19
Political Activities	19

Pregnant or Parenting Students	19
Professional Boundaries Between Staff and Students	19
Purchasing	20
Records and Reports	20
Recordings of Students and Classrooms	20
School Calendar	21
School Property	21
School Vehicle Use	21
Security	21
Sex Offender Website	21
Sniffer Dogs	22
Social Media Usage by Staff	22
Solicitation and Distribution of Merchandise	22
Staff Workroom	22
Student Interviews	22
Suicide Prevention Training	22
Technology in the Classroom	22
Telephones/Intercom System	23
Threat Assessment and Response	23
Title IX	24
Transportation Request Forms	29
Use of Tobacco Products	29
Visitors	30
Wage and Salary Payments	30
Weather Related Closings	30
Workplace Injury Prevention	30
Workplace Searches	30
Policies and Procedures Regarding Classified Staff	
At-Will Employees	30
Emergency Leave	31
Holidays	31
Hours	31
Job Descriptions for Classified Staff	31
Overtime and Compensatory Time	31
Personal Leave (after six months probationary period)	31
Reporting When School is Closed	31
Sick Leave	31
Vacation	32
Policies and Procedures Regarding Certified Staff	
Absences	32
Assemblies	32
Assignment of Teachers	32
Certificates, Teacher Contracts, Salary Information	33
Certified Teacher/Employee Reduction in Force	33
Checkout Form	34
Class Record Books	34
Classroom Management and Student Discipline	34
Classroom Sanitation	35
Coaching Supplies	35
Collection of Student Money	35
Community Involvement	35
Computer Lab	35
Curriculum	35
Display of Classroom Work in the School and Community	36
Duties of Certified Staff	36
Evaluations	36
Faculty Meetings	36
Field Trips	36
Field Trip Request Forms	36
Grading Procedures for Teachers 7-12	37
Guest Speakers	37

Hall Duty	37
Infinite Campus	37
Instructional Materials	37
Job Descriptions of Certified Staff	37
Lesson Plans	38
Locker Room Procedures	38
Media Center/Library	38
Multicultural Education/Forms	39
Multi-systemic Systems of Support (MTSS)	39
Paraeducators	39
Parent-Teacher Communication	39
Parent-Teacher Conferences	39
Parking	39
Parties	39
Planning Time	39
Private Tutoring	40
Professional Growth	40
Point System for Professional Growth Activities	40
Rights of Certified and Probationary Teachers	41
School Day	41
Sponsors	41
Student Activities	41
Student Aides	42
Student Assistance Team (SAT) through Multi-Tiered Systems of Support Process (MTSS)	42
Student Hall Passes	42
Student Illness	43
Student Medication	43
Student Records (grades, attendance, etc.)	43
Student Searches	44
Study Hall Regulations	44
Substitute Teaching During Planning Period	44
Taking Student Attendance	44
Teaching Controversial Issues	44
Textbooks	45
Changes in Handbook	45
Acknowledgement of Receipt/Job Description From	45

INTRODUCTION

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 school and contains district directories, safety and emergency information, as well as 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 Administration 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 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.

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.

Students 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 following Section 504 Coordinator: Jaime Camden at 308-754-4433 (phone number), jaime.camden@spwildcat.org (e-mail address) or in person at school. Students 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 following Title IX Coordinator: Rob Wegner at 308-754-4433 (phone number), rob.wegner@spwildcat.org (e-mail 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: [Notice of Nondiscrimination](#). Students 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 following Title VI Coordinator: Rob Wegner at 308-754-4433 (phone number), rob.wegner@spwildcat.org (e-mail address), or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Rob Wegner at 308-754-4433 (phone number), rob.wegner@spwildcat.org (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 staff member will follow school district policies to respond to the report.

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 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 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 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.

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

Mission Statement: The mission of the St. Paul Public Schools is to provide a comprehensive and enriching education for all students. Working in cooperation with family and community, the school shall seek to satisfy the needs of the youth:

1. All youth need to learn to accept responsibility for their actions, to think rationally, to express their thoughts clearly, and to read, write, observe, and listen with understanding.
2. All youth need to develop marketable skills and those understandings and attitudes that help the individual to become an intelligent and productive member of society.
3. All youth need to develop and maintain healthy lifestyles and be made aware of threats to their physical, mental, and emotional health.
4. All youth need to understand the rights and duties of the citizens of a democratic society, and to be diligent and competent in the performance of their obligations as members of the community and citizens of the state and nation.
5. All youth need to develop basic consumer and economic competencies to become a functional member of society.
6. All youth need to understand their role in respecting the environment and conserving natural resources.
7. All youth need opportunities to develop their capacity to appreciate the fine arts.
8. All youth need to develop organizational and time management skills.
9. All youth need to develop respect for other people and their property, to grow their insight into ethical values and principles, and to be able to live and work cooperatively with others of all ages.

Notice of Non-Discrimination in Education Programs and Activities

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

- Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin
- Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin
- Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex
- Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40
- The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment
- Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled
- Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications
- The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons
- The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions
- The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty
- The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities
- The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

- Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age
- The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex
- The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution
- Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited. Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures. Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator: 1305 Howard Ave, St. Paul, NE 68873; (308)754-4433. For further information on notice of nondiscrimination, for the address and phone number of the office that serves our area, call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district policy.

ST PAUL PUBLIC SCHOOLS PERSONNEL

Daily Schedule/ Bell Schedules, Annual Calendar, Reporting Dates, Master Schedule, Extra Duty Assignments, Evaluation Form Links:

GRADES K-4 SCHOOL DAY

- Classes begin at 8:15 a.m. Students are to arrive at school no earlier than 7:50 a.m. unless students are eating breakfast. There will not be adult supervision of students before 7:50 a.m. Students may enter the elementary gym at 7:50 a.m. The tardy bell will ring at 8:15 a.m. each morning. School will be dismissed at 3:35 p.m. each school day, Monday through Friday, unless otherwise stated on the school calendar. The school day will be split into four attendance periods. They are as follows:

First:	Second:	Third:	Fourth:
8:15-10:00 a.m.	10:00-12:00 p.m.	12:00-2:00 p.m.	2:00-3:35 p.m.

- [Bell Schedule \(Regular, 1:30 out, 10:00 start\)](#)
- [\(24-25\) School Calendar](#)
- [\(24-25\) K-12 Reporting Dates Calendar](#)
- [7-12 Master Schedule with Teaching Assignments & Teacher Aide Assignments](#)
- [Teacher Evaluation Tool \(aligned to Nebraska Framework Model\)](#)

GENERAL SCHOOL REGULATIONS & POLICIES FOR ALL EMPLOYEES

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 or on Infinite Campus. 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. Purchases made without permission are the personal obligation and responsibility of the

purchaser. The superintendent 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. Activity tickets will be issued to staff through the Athletic Director's Office.

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 in front of 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.

Background Checks

Background checks are required for all St. Paul patrons sponsoring/volunteering for school activities. Current background checks (within the last 5 years) must be on file in the Principal's Office. Directions for completing background checks are available on the school website under the "School Info" tab and "Background Check Link." The applicant is expected to pay for all expenses for background checks. Copies of a current background check from employer, gun permit, or concealed carry permit would qualify as well. Below are examples, however this is not an all encompassing list:

- Field Trips (K-12) - We ask that only parents attend K-6 field trips, siblings will not be allowed to attend.
- Volunteering in all K-12 classrooms
- Club Trips - Art Club, Math and Science Club
- Activity/Athletic Trips - FBLA, FFA, FCCLA, Band, Choir, all athletic competitions
- Dances when a date is between the ages of 18 and 21, not currently enrolled in a high school.

Volunteers do not have any right in or to a volunteer assignment. The school district may deny or terminate a volunteer assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

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 or in the main administrative office. 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 and in the main administrative office. 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.

Building Security

For the security of the school plant and the student body, teachers should make note of the following:

- **No student should be in the building beyond the regular school day unless they are under faculty supervision.**
- **Keys/Key Fobs** necessary for the performance of the teacher assignments will be issued by the Principal at the beginning of the school year. For security reasons, it is imperative that students not be permitted to have access to school keys/key fobs. Even though it is an inconvenience, teachers should accompany a student whenever a task requires the use of school keys.
- **School Law Enforcement Presence-** The district designates the Howard County Sheriff's 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 District, and 3) maintaining safe and drug-free schools. This does not prohibit the District from contacting or seeking the assistance of any other law enforcement unit as appropriate.
- **[Standard Response Protocol \(SRP\)](#)**

IN AN EMERGENCY TAKE ACTION

	HOLD! In your room or area. Clear the halls. STUDENTS Clear the hallway and remain in room or area until the "All Clear" is announced. Do business as usual. ADULTS Close and lock the door. Account for students and adults. Do business as usual.
	SECURE! Get inside. Lock outside doors. STUDENTS Return to inside of building. Do business as usual. ADULTS Bring everyone indoors. Lock outside doors. Increase situational awareness. Account for students and adults. Do business as usual.
	LOCKDOWN! Locks, lights, out of sight. STUDENTS Move away from sight. Maintain silence. Do not open the door. ADULTS Recover students from hallway if possible. Lock the classroom door. Turn out the lights. Move away from sight. Maintain silence. Do not open the door. Prepare to evade or defend.
	EVACUATE! (A location may be specified) STUDENTS Leave the building if required to. If possible, bring your phone. Follow instructions. ADULTS Lead students to Evacuation location. Account for students and adults. Notify if missing, extra or injured students or adults.
	SHELTER! Hazard and safety strategy. STUDENTS Use appropriate safety strategy for the hazard. Hazard Tornado: Evacuate to shelter area. Hazard: Seal the room. Earthquake: Drop, cover and hold. Tsunami: Get to high ground. ADULTS Lead safety strategy. Account for students and adults. Notify if missing, extra or injured students or adults.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- Hold is followed by the Directive: "Hold" and is the protocol used to keep the hallways free and clear of students and staff.
- Lockout is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
- Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- "Evacuate" is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- Shelter is always followed by a type and a method and is the protocol for group and self-protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." Communication to the local Law Enforcement Agency would then be "We are under Lockdown." Each response has specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Bus Zone." Responses can also be combined: "Evacuate to Hallway; Shelter for Tornado; Drop, Cover and Hold."

RED AND GREEN CARD PROCEDURES:

1. Take your **Red / Green Cards and class rosters** with you for all evacuation situations.
2. Hold up the **Green Card** if you have all of your assigned students.
3. Hold up the **Red Card** if you are missing any assigned students.
4. Hold up both the **Red and Green Cards** if you have extra students.
5. Administrators will check with any teachers holding up a **Red Card or Red and Green Card**

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.

Fire: If you discover a fire:

- Go to the nearest fire box and pull the alarm.
- Report fire immediately to the Superintendent's Office. Office will call "911."
- **All fire alarms are to be taken seriously.** Whenever the fire alarm is activated, evacuate the building immediately.
- Doors and windows should be closed.
- Students should leave personal belongings in the room. Teachers should take a class list with them and take attendance after exiting the building.
- Evacuation should be away from the building to permit emergency vehicles and personnel easy access to the building. If the primary exit is blocked, you will be directed to the secondary exit by the staff in charge.
- Administrative directives will be given if off-campus evacuation is required.

- Teachers should familiarize themselves and their students with the evacuation routes and procedures.

Fire Drill Procedures

- Teachers should lead the students out of the classroom. Evacuation should be far enough away from the building to permit emergency vehicles and personnel easy access to the building.
- The outside bell will ring **two rings** for "all clear." The teachers will not let pupils back into the building until **two rings** are heard, **not** one ring. The fire could be at the time of day for a class change, and the bell may sound one ring before the fire or drill is over.
- If your primary exit is blocked, you will be directed to an alternate exit by the staff in charge.
- Custodians will see that everyone is out of the building, try to locate the fire, and call into the fire station.

3-STORY BUILDING

ELEMENTARY BUILDING

Room: Exit: Use West Stairs <i>NE door of Grade School is the door between Elementary Wing and Old High School.</i>	Room: Exit:
330 NE door of Grade School 331 NE door of Grade School 332 NE door of Grade School 333 NE door of Grade School 340 NE door of Grade School 341 NE door of Grade School 350 NE door of Grade School 351 NE door of Grade School 352 NE door of Grade School	316 South door of Classroom 318 South door of Classroom 320 South door of Classroom 322 South door of Classroom 314 West door of Grade School 315 West door of Grade School 317 West door of Grade School 319 NW door of Grade School by room #321 321 NW door of Grade School by room #321 323 North center doors of Grade School 325 North center doors of Grade School 327 North center doors of Grade School 329 North center doors of Grade School 205 East door of the New Addition 301 East door of the New Addition 302 East door of the New Addition 310 East door of the New Addition 311 East door of the New Addition 312 East door of the New Addition 313 East door of the New Addition
Room: Exit: Use East Stairs to 2nd floor <i>Doors on East side of old HS. between the bus barn and library. Walk to North of Library parking lot</i>	Room: Exit:
346 North door of High School 354 North door of High School 355 North door of High School 356 North door of High School	Old Gym - North center doors of Grade School J.H Boys & - North center doors of Grade School Girls Lk Rm
Room: Exit: Use Center Stairs <i>North door of the HS is the main entrance to the old HS building.</i>	
334 North door of High School 335 North door of High School	

338	North door of High School	
342	North door of High School	
343	North door of High School	
344	North door of High School	
345	North door of High School	

CAFETERIA AREA

LIBRARY

Room:	Exit:	Room:	Exit:
New Gym	Southwest Exit	210	Main North Entrance
New Gym Lkr Rm	West Locker Room Exits	211	Main North Entrance
Cafeteria	East doors of Cafeteria		
Kitchen	East doors of Cafeteria		
206	East doors of Cafeteria		
337	East doors of Cafeteria		
339	East doors of Cafeteria		
407	East doors of Cafeteria		
408	East doors of Cafeteria		
409	East doors of Cafeteria		

HIGH SCHOOL

HIGH SCHOOL

Room:	Exit:	Room:	Exit:
201	East door by the Supt. Office	420	South door of the East corridor
424	East door by the Supt. Office	421	South door of the East corridor
425	East door by the Supt. Office	422	South door of the East corridor
426	East door by the Supt. Office		
423	West door by room #435	428	NE door of the classroom
433	West door by room #435		
435	West door by room #435		
427	West door by room #431	440	South door of the classroom
429	West door by room #431	436	South door of the classroom
430	West door by room #431		
431	West door by room #431		
432	West door by room #431		
437	West door of the classroom	439	South door of room #440
438	West door of room #437	401	South door of the West corridor
		405	South door of the West corridor
410	East door	402	South door of the East corridor
412	East door	404	South door of the East corridor
413	East door	406	South door of the East corridor
415	East door	414	South door of the East corridor
		417	South door of the East corridor
		419	South door of the East corridor

Fire Drill Administrative Assignments:

- LIBRARY - Maintenance Assistant
- NORTH SIDE - Elementary Counselor and School Nurse
- ASPHALT PLAYGROUND - Elementary Principal and Elementary Secretary
- CAFETERIA - Athletic Director and Ed. Consultant
- EAST SIDE H.S. - High School Counselor and High School Secretary
- SOUTH SIDE H.S. - High School Principal and Maintenance Supervisor

Tornado Drill Procedures: A tornado warning drill will be announced over the (1) intercom or by (2) messenger. If the word "drill" is not used this will signify a real tornado warning.

Designated Shelter Areas:

- **Three-Story Building:**
 - All 3rd floor rooms will come down the west stairs to the computer lab basement. Third floor students and staff should use the stairs located by room 332 to enter the basement and then enter the old wrestler's locker room.
 - All 2nd floor rooms will come down the east stairs to the basement. Second floor students should remain in the area directly beneath rooms 334 and 338.
 - All 1st floor rooms will go to the computer lab basement using the west stairs by room 332. First floor students should remain in the area directly beneath rooms 334 and 338.
 - **All teachers are to remain with their classes. The Elementary Counselor and the Ed Consultant will be in charge of this area.**
- **Grade School Building:**
 - Rooms 205, 301, 302, 314, 315, 317, 316, 318, 320, and 322 will go through the west old gym doors and proceed down the west stairway to the Junior High boy's locker room. Rooms 310, 311, 312, 313, 319, 321, and 323 will go through the center of old gym doors and proceed down the east stairway to the Junior High boy's locker room. (If the locker room is full, stay in the hallway under the stage.)
- **Outside Elem. PE classes** should enter the west door #30 of the new gym corridor and proceed to the new Boys Locker Room.
- **Outside Recess** will enter the west door #31 between the "51 Building" and the old gym, proceed to the location designated to your grade level.
- **K-12 PE students in the old gym** should go down the west stairway and enter the Junior High Boys Locker Room. The Elementary Principal and the Elementary Secretary will be in charge of this area.
- **New Gym, High School, and Shop Area:**
 - Rooms 206, 337, 339, 401, 402, 407, 408, 409, 410, 412, 413, 414, 415, 417, 419, 420, 422, 424, 426, 427, 428, 429, and Cafeteria will enter the main north doors to the new gym. They shall proceed across the gym floor and enter the boys locker room.
 - Rooms 404, 405, 406, 421, 423, 425, 430, 431, 432, 433, 435, 436, 437, 438, 439, and 440 will enter the main south doors to the new gym. They shall proceed across the gym floor and enter the girls locker room.
 - Any Elementary or Secondary PE classes in the new gym should enter the boys locker room. Outdoor Secondary PE classes should enter the boys locker room. (If the locker rooms and training room are full the public weight room should be used)
- **Cooks** will proceed to the east stage door and go down the stairs into the hallway under the stage.
- **Office personnel in the Superintendent's office** will stay on the main switchboard until everyone has reached a sheltered area. The School Nurse will stay with the lower elementary students. All teachers are to accompany their classes to the designated shelter area. The High School Principal and High School Counselor will monitor the New Gym locker rooms. The Elementary Principal and the Elementary Secretary will monitor the Junior High boys locker room. The Elementary Counselor and Ed. Consultant will monitor the Old High School basement. The Superintendent will stay in the office and monitor the radio and weather reports. The Maintenance Supervisor will shut off all gas mains, check the playground area, and report to the New Gym locker rooms. The Maintenance Assistant will report to the Old High School basement.
- **Library** - Students, staff, and patrons should move to the Three-Story Building and go down the east stairwell to the Old High School basement.

The signal for "All Clear" to return to your classrooms will be given over the intercom. In the event we experience difficulty with the intercom, we will relay information and further instructions with the two-way radios. **All staff should check their area to make sure that all students have moved to their designated shelter. Staff members are reminded to take their FLASHLIGHTS and class lists with them during a tornado drill.**

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 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.

Communicable Diseases

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. Communicable Diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities:

A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Activities Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control

Procedures/Universal Precautions: The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources. The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but is not limited to, the emergency exclusion or alternative placement of students, or the closure of a school building or the entire school district. **Confidentiality:** The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any. **Staff Training:** Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy. Reporting. School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1.

Complaint Procedure (2006)

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.

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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

1. The second step is for the complainant to speak to the building principal, coordinator, superintendent, 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.
 - a. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - a. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - a. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted 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.
1. 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.
 1. 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.
 - a. Strongly encourage the complainant to reduce his or her concerns to writing.
 - a. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 1. All relevant details of the complaint;
 1. All witnesses and documents which the complainant believes support the complaint;
 1. The action or solution which the complainant seeks.
 - a. 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.
1. 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. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.
 - a. The appeal must be in writing.
 - a. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - a. 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.
 - a. 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.
1. 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 allegations against 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.

- a. This appeal must be in writing.

- a. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- a. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or 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.
- a. The board president will notify the complainant and any other person legally required to receive the decision in writing of the 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.
- a. There is no appeal from any decision of the board unless authorized by law.
- 1. 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.
 - a. 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.
 - 1. 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.
 - a. 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.
 - a. 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.
 - a. 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 (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer and 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 comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff.

A. Staff Expectations in Use of the Internet

a. Acceptable Use While on Duty or on School Property

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

b. Unacceptable Use While on Duty or on School Property

- i. Staff shall not access obscene or pornographic material.
- ii. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- iii. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
- iv. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- v. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

B. School Affiliated Websites

- a. Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.
- b. Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.
- c. Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

C. Enforcement

- a. **Methods of Enforcement** - The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.
 - i. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
 - ii. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
 - iii. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.
- b. **Any violation of school policy and rules may result in that staff member facing:**
 - i. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
 - ii. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
 - iii. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

- D. Off-Duty Personal Use** - School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of

Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education “Rule 27”), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school’s internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

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 Business Manager to report a change.

Copy Service

Materials (tests, notes, etc.) for individual students will be duplicated on the school's copier, and a charge of \$.25 per copy will be made on any personal material duplicated.

Copyright and Fair Use

The school district complies with 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 reasons which 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: Mrs. Tibbetts or Mrs. Camden (shayla.tibbetts@spwildcat.org, jaime.camden@spwildcat.org, (308)754-4433, or in person). 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: Mr. Wegner at 308-754-4433, rob.wegner@spwildcat.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-754-4433, adam.patrick@spwildcat.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The attire worn by staff members projects an important image to students and the general public. Certified staff, paraeducators and office staff should generally dress in business casual attire. Classroom staff may NOT wear the following types of clothing during the traditional school day (7:45 a.m. to 4:00 for paraprofessionals, 8:00 a.m. to 4:00 p.m. for teachers) when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance.

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment, which includes low cut shirts, leggings worn without a long shirt or shorts over them.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, denim jeans of any color will not be allowed to be worn except on Friday which is considered a “dress down” day. Casual dress is acceptable. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

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.

Drones and Unmanned Aircraft

Drones, Unmanned Aircraft Systems, and any other such vehicles (“drones”), which are not operated for purposes of district programs or activities, may not be operated on or above district property without the prior written permission of the superintendent or designee. Any authorized use of drones must comply with all state and federal regulations governing the operation of drones, including FAA regulations. Drones owned by the district or operated on or above district property with permission must be operated:

1. In compliance with this policy and all other district policies;
2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system's operation;
4. By an individual with the requisite skill and training to safely operate the drone; and
5. Consistent with any other limitations imposed by the superintendent or designee.

Any monitoring or recording of picture, video, or audio by a drone must have the prior written permission of the superintendent or designee and comply with all board policies governing recordings, data, and records.

Any unauthorized use of a drone is strictly prohibited. Devices used in a manner that does not comply with this policy or applicable state and federal law may be confiscated and the operator may be subject to discipline, civil liability, or criminal liability.

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 and reading or responding to emails, 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.

Employment-Related Sexual Harassment

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law. The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator or any administrator. Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student. Sexual harassment of students is addressed in a separate policy.

Expenses

The Board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, meals, overnight travel expense and credit card reimbursement fees are processed on an expense report form that is available from each building secretary. Mileage reimbursement will be denied if a school vehicle was available. Meals for travel related to pre-approved school business shall be reimbursable for travel that is more than 60 miles away from the school, and requires staff to be away for more than half the day (greater than 4 hours including travel time to and from the school to the location required for school business matters) up to \$15 for lunch per day and up to \$20 for dinner per day (for a total of \$35 maximum per day). All expenses are only reimbursable for staff members of St. Paul Public School that were required to travel away from the school for school business matters. Any sales or occupation taxes incurred will not be reimbursed as the school is tax-exempt. Any tips incurred are at the staff

member’s discretion and are not reimbursable. To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the administration for approval.

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.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff 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 email system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member’s school email 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.

Inventory

Staff will annually provide an updated digital inventory to their supervisor or administrator. Collection of the inventory lists will take place at the end of each school year.

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.

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. 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 are found within the Infinite Campus Learning Management System.

Meals Program

Staff may take advantage of meals offered through the district’s foods program. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Breakfast Program:		Lunch Program:
- Adult - \$3.00 - High School - \$2.40 - Elementary - \$2.15		- Adult - \$4.85 - High School - \$3.30 - Elementary - \$3.00 Seconds - \$1.25 Milk - \$0.50

Memorials for Students and Staff

The Board recognizes that when a school experiences the sudden death of a student or staff member, it is important to acknowledge

the event. Requests for remembering or memorializing a person or event shall be approved by the Superintendent, subject to this policy. School ceremonies such as graduation, awards, and scholarship events are not appropriate for memorial activities. School-wide recognition of anniversary dates will not occur. District counseling services may be made available to provide support. The Board recognizes that memorials of flowers, personal messages and mementoes are often created at lockers, student gathering spaces and other areas on district property upon such losses or events. The display of all remembrances will be temporary in nature, removed in a timely manner and may be offered to the family. Gifts or donations to the District Foundation for scholarships are encouraged for a more lasting remembrance. Requests may be made to memorialize an individual or event in the school yearbook during the year the event occurred. Information may be included on a "Memorial Page," but must be limited to the name, one photo, dates of birth/death, and school activities in which the student or staff member participated. It is not appropriate to list cause of death in the publication, and no other sayings, quotes, verses, or private messages will be included on the page. Families also have the option of a memorial in the form of a live tree which may be placed on school grounds at the discretion of the superintendent. Individuals must realize that in the future the memorial may experience demolition when the tree has died or been damaged, when the district needs that space for any of its programs, or modifications for any other reason if the board determines that the memorial should be moved or removed. Existing memorials established prior to the implementation of this policy will be handled on an individual basis at the discretion of the superintendent. School will not be canceled, delayed or dismissed early on the day of a memorial service, and district facilities will not be used for memorial services, or funerals during the school day or at other times without the approval of the superintendent through the district's facility use policies and applications.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested. Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

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 communication regarding school-related 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.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter which report recent classroom activities and which emphasize positive aspects of the district's mission.

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 discharge of his or her responsibilities to the school district. Any exceptions must be approved by the Superintendent.

Personnel Records

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees (or individuals to whom employees have given written authorization) may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration. An employee may respond to any document(s) in his or her personnel file by submitting a written response to

the person responsible for keeping the file, who shall attach the response to file copies of the disputed document. No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

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.

Pregnant and Parenting Students

The school district encourages students who are pregnant or parenting to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students (4043)

School district employees and student teachers or interns ("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. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students. **Sexual Relationships Prohibited.** Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318. **Grooming Prohibited.** Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place. Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to: Communicating about sex when the discussion is not required by a specific aspect of the curriculum. Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature. Displaying sexually inappropriate material or objects. Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature. Kissing of any kind. Dating a student or a former student within one year of the student graduating or otherwise leaving the district. Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable). Initiating unwanted physical contact with a student. Communicating electronically (e.g. by email, text messaging, or through social media) on a matter that does not pertain to school. Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students. Discussing the employee's personal issues or problems that should normally be discussed with adults. Giving a student a gift of a personal nature. Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator. Taking a student on an outing without first obtaining the express permission of the student's parents

or a school administrator. Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator. Going to a student's home when the student's parent or a proper chaperone is not present. Repeatedly seeking to be alone with a student. Being alone in a room with an individual student at school with the door closed. Any after-school hours activity with only one student. Any other behavior which exploits the special position of trust and authority between an employee and student. This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?" **Communication Between Employees and Students.** The preferred methods for employees to communicate with students are: Google Classroom, Texting, Canvas, Seesaw, Remind, and Zoom. Employees may use the following personal communication systems to communicate with students: A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform. Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee. **Reporting a Policy Violation.** Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows: School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email. Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or Nde.investigations@nebraska.gov. Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999. Law Enforcement. Reports may be made to the local dispatch center at: 308-754-9112 or the Nebraska State Patrol Troop C office at: 308-381-6000. An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president. A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable. **Retaliation Prohibited.** Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law. **Policy Violations.** Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both. **Policy Verification.** Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same. **No Limits on Reports to NDE.** Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

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. Requisitions are to be submitted through the WebLink or Eakes Office Supply online systems, unless permission is granted by the administration for purchasing from an alternate vendor. 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 permission. The superintendent will either approve or deny the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 and No. 5017 regarding the management and maintenance of student records and directory information. 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 5063 for information on recording by students.

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 or Activities Director/Assistant 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. Staff or groups who wish to use school facilities should make requests to the Assistant Principal/Athletic Director 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 superintendent's office. **Care of School Property by Students:** The school district has provided some of the best equipment and facilities found anywhere. Students can best show their appreciation by taking care of the buildings, equipment, and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property. Fines are determined on books according to the following criteria:

Lost book:	Replacement Cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	\$0.50 per page (up to replacement cost)
Torn Page:	\$0.20 per page (up to replacement cost)
Marks that cannot be erased:	\$0.20 per mark (up to replacement costs)

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 they can receive school publications and final grades.

School Vehicle Use

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 board policy regarding the use of school vehicles.

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.

Sex Offenders Registry

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers. The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to Neb. Rev. Stat. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification. The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis. Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program. The Nebraska State Patrol Sex Offender Registry is at the following address: <https://sor.nebraska.gov/>

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer 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 except as approved by the administration.

Staff Workroom

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

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.

Suicide Prevention Training

The following employees are required to complete at least one hour of suicide awareness and prevention training every year: school nurses, teachers, counselors, school psychologists, administrators, school social workers, community coaches, paraeducators, bus drivers, kitchen staff, custodians, secretarial and clerical staff. These employees must complete the training provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Technology in the Classroom

In General, the district desires to use technology in a way that aids in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

I. Devices

- A. Non-district issued electronic devices may be provided by teachers for use in their classroom, so long as the use of such devices is supervised by a staff member and subject to the conditions set forth below. Teachers who wish to bring a device into the classroom should inform the principal before deploying the device. The building principal may at his or her discretion prohibit the use of such devices or otherwise limit their use. The building principal may at any time direct that a teacher discontinue use of a given device.
 1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart

speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use.

2. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that actively or passively creates or transmits audio or video recordings must have that function disabled while the student uses the device in a district classroom unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.
3. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.

B. Any classroom recordings made by a staff member will be made pursuant to district policy.

II. Applications

- A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for educational purposes.
- B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.
- C. Staff-Selected Applications.
 1. Staff are permitted to select applications for use in the classroom.
 2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Telephones/Intercom System

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

Superintendent as Primary Investigator and Decision-Maker - 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 reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred. **THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.** **2. Threat Assessment Investigation and Response.** All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful. The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team. **3. Communication with the Public about Reported Threats.** To the extent possible, the superintendent will keep members of the school community informed

about possible threats and about the District'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 superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law. 4.

Coordination with the Crisis Team After Resolution of Threat. The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan. Adopted on: July 10, 2017 Revised on: June 10, 2019 Reviewed on: March 11, 2019

Title IX Policy (3057)

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 1305 Howard Avenue, rob.wegner@spwildcat.org, 308-754-4434. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.stpaulpublicschools.org/>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: [Policy 3053 Nondiscrimination](#)

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;

- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process. The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;

- The complainant’s reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant’s safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district’s decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;

- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred. Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;

- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.

- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Transportation Request Forms

Staff members must complete transportation requests by emailing the Assistant Principal/Activities Director and Transportation Director as soon as they know they need school-provided transportation to allow for adequate time to schedule drivers and vehicles.

Use of Tobacco Products

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery system; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

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:

- Any person wanting to visit teachers during the school day will only be allowed contact during that teacher's prep time
- 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. The student handbook states: "We ask that parents inform the classroom teacher, administrator, and school secretary at least 24 hours prior to the visitation time. Arranging a visitation time with the classroom teacher ahead of time becomes more critical in August and September as classroom routines are being developed and February through May because of test taking, student assessment activities, special projects, etc."
- 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 (or the Friday before if the 15th falls on a weekend or holiday). The district only provides direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits must contact the Business Manager. 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.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced via Infinite Campus's Alert Now System. 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. Staff members 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 on the basis of a telephone request.

Workplace Injury Prevention

The school district is committed to providing and maintaining a safe work environment, and taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every district employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal

drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

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 prior 2 weeks notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Emergency Leave

Classified employees will be granted up to five days total of emergency leave may be applied towards the sixty days of sick leave, such as serious illness, injury, (the doctor specifies the patient is critically ill, or injured and hospitalized) of which 2 days can be used for bereavement for anyone and up to 5 days for immediate family. Family includes spouse, children, parents, grandparents, father-in-law, mother-in-law, brothers, sister, brothers-in-law, sister-in-law, grandchildren, grandparents-in-law, aunts, uncles, nieces, and nephews of the same.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day and Good Friday. Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday and be under contract in order to be eligible to receive holiday pay.

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. If an employee is or will be absent they must notify their immediate supervisor and use any accrued leave hours.

Job Descriptions for Classified Staff - Listed on Signature Forms handed out at the start of the school year.

- **Bus Driver (Job Description Forms will be signed annually)** - Listed on Signature Forms handed out at the start of the school year.
- **Cook (Job Description Forms will be signed annually)** - Listed on Signature Forms handed out at the start of the school year.
- **Custodian (Job Description Forms will be signed annually)** - Listed on Signature Forms handed out at the start of the school year.
- **Paraprofessional (Job Description Forms will be signed annually)** - Listed on Signature Forms handed out at the start of the school year.
- **School Nurse (LPN) (Job Description Forms will be signed annually)** - Listed on Signature Forms handed out at the start of the school year.

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 pursuant to board policy.

Personal Leave (after six month probationary period)

Classified employees will receive up to 2 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, and can only accumulate to 5 days. Following their first six months of employment, new

employees will be prorated 2 days of paid personal leave, from their date of hire, if other than August 1 or the first day of school, through July 31 and then receive 2 days of personal leave each year thereafter. Classified employees shall be paid for any unused personal days at the end of employment.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

1. **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
2. **Paraprofessionals** should not report to work unless teaching staff are asked to report.
3. **Food Service staff** should not report to work.
4. **Bus Drivers** should not report to work.
5. **Custodians/Maintenance staff** should report to work.

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 accumulates to 30 days of sick leave. 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. The business manager, head of transportation, and head of maintenance receive 10 days per year accumulating to 60 days of sick leave.

Vacation

Eligible, 12 month classified employees, will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information. Following their first six months of employment, new employees will be prorated a week of vacation, from their date of hire, if other than August 1 or the first day of school, through July 31 and then receive a week of vacation for their first full school year of employment. After 1 year, employees receive 2 weeks of vacation leave, after 10 years employees receive 3 weeks of vacation leave, and after 20 years of employment employees receive 4 weeks of vacation.

Eligible, 11 month classified employees, will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information. Following their first six months of employment, new employees will be prorated a week of vacation, from their date of hire, if other than August 1 or the first day of school, through July 31 and then receive a week of vacation each year thereafter for each school year of employment.. After 10 years of employment, employees will receive 2 weeks of vacation leave.

Employees may accrue unlimited days of vacation. Classified employees shall be paid for any unused vacation days in the event of termination of employment.

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.

1. **Sick Leave** - Certified staff members (K-12) who are too ill to perform their teaching duties **will contact the Assistant Principal/Athletic Director before 6:00 a.m.**
2. **Personal Leave** - Certified staff (K-12) who wish to take personal leave must:
 - a. submit a leave request to their building principal (at least 3 days in advance of the proposed leave) via Web Link;
 - b. contact a substitute teacher in advance of their leave; and
 - c. enter the subs name and staff name on the Google "Substitute Calendar" for "all day" unless it's A.M/P.M, etc. If teachers are unable to secure a sub, please contact the Assistant Principal/Athletic Director or contact the High School Secretary for an in-school sub(s).
3. **Professional Leave** - The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must:
 - a. Submit a leave request (with a description of the proposed event to their building principal) via Web Link;
 - b. Contact a substitute teacher in advance of their leave; and
 - c. Enter the subs name and staff name on Google "Substitute Calendar" for "all day" unless it's A.M/P.M. etc. If teachers are unable to locate a substitute, please contact the Assistant Principal/Athletic Director or contact the High School Secretary for an in-school sub(s). Building principals may deny requests for professional leave if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision by contacting the superintendent.

4. **Substitute Folders** - Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk or in a folder on the computer desktop. The folder must contain:
 - a. the current seating chart for each class;
 - b. the daily routine followed by each class;
 - c. all schedules (fire drill procedures, lunch schedule, etc.);
 - d. safety information (Go Bucket, red/green cards, etc.);
 - e. a copy of this handbook; and
 - f. plans for the day if the teacher's absence was anticipated. Lesson plans may be emailed to the sub, principal, secretary, and/or printed and placed on your desk.

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

The 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: social security number, retirement number, withholding form W-4, and authorization to withhold for insurance benefits. Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as 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.

Certified Teacher/Employee Reduction in Force

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

Definition of Reduction in Force. A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees.

Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment. **Restriction of Right to Administrative Position.** Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

Criteria for Reduction in Force. The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate. **Programs to be offered:**

1. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the endorsement(s) shown on each teacher's Nebraska Teaching Certificate;
2. State and federal laws or regulations that may mandate certain employment practices;
3. Involvement in the programs and activities sponsored by the school district;
4. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;
5. The organizational and educational effect caused by multiple part-time certificated employees;
6. Any other reasons that are rationally related to the instruction in or administration of the school district.

Consideration of Uninterrupted Service. If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with

the longest uninterrupted service to the district shall be retained.

1. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.
2. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.
3. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.
4. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

Rights of Recall. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.

1. Such employee shall have preferred rights to reemployment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.
2. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district.
3. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

Current Teaching Certificate. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

Address Records. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by email, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Checkout Form

All certified staff must complete a checkout 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

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent. Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult. Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate. Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information. Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed. Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity. Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom. Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal. Staff members may never send a student off school grounds.

without the authorization of the building principal. Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

***Disciplinary Do's and Don'ts:**

- **Do** remove the Chromebook(s) from a student(s) if they are unable to use it for educational purposes and continue with paper/pencil work
- **Do** revise tests and quizzes often so that students do not keep and pass to underclassmen.
- **Do not** let students leave their desks before the bell rings to line up at the door.
- **Do** have 9-12 students put their cell phones/smart watches in caddies or on a counter/table grid upon entry of the classroom (note to look at the cell phone exception list). Leaving phones in bags/pockets is not an option...all classrooms will handle this the same way.
- **Do not** allow students to leave during school hours to get school supplies downtown or at home. They need to be responsible and get supplies before or after school.
- **Do not** allow more than one student to leave the room at a time when appropriate (with a pass)...and they can only leave at the end of class when instruction is complete.
- **Do not** allow students to line up at the doors before the bell rings
- **Do not** hesitate to come to the administration with your disciplinary problems. All teachers have experienced such problems. Your administration will help you in every way possible.
- **Do** feel assured that your administrator will reinforce your disciplinary actions. Unless you have done something absolutely unreasonable, teachers may count on the support of the superintendent and principal.
- **Do not** impose a punishment that you are unwilling or unable to carry out. For example, do not give a student make-up time and then ask the office to reinforce it. This may seem to be, but is not, a contradiction of the previous paragraph. You may refer any problem case to the office for settlement and punishment will be imposed, if necessary, and enforced. The teacher might, for example, give a student a one-hour make-up time to be done with that teacher. The teacher may withhold the grade unless the time is made up, and will have complete backing in this action. But do not send a slip to the office saying a student is to make up so much time in the office and expect the office to assume responsibility. Responsibility for enforcement rests with the person imposing the penalty.
- **Do not** threaten a student with a penalty that you are unable to carry out. In fact, it is poor policy to threaten at all. Action is much more effective than threats. For example, do not threaten a student with expulsion from school.
- **Do not** make the fatal mistake of planning to go easy on the students at first with the intention of cracking down later. It will not work. In most cases, the reverse procedure is much more effective.
- **Do not** make the mistake of trying to win the students' liking. Respect is far preferable; students like teachers they respect.
- **Do** be fair in all your dealings with students. They respect fairness but are quick to resent partiality or unfair actions. Be consistent.
- **Do** report all serious disciplinary problems to the office. Then in case a complaint is made by parents or other parties, we are acquainted with the situation and can discuss it intelligently.
- **Do not** hesitate to refer serious cases to the office, but bear in mind that the good teacher will handle most cases themselves. Most students' respect for the teacher is created this way.

When students are kept after school for disciplinary reasons, you will need to determine whether or not they ride the school bus. If students ride the bus, they should be either released in time to catch their bus by 3:35, or informed that the detention time will be assigned the next day (allowing them to make arrangements to get home by some means other than the bus).

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.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities director only when they have run out of supplies. Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students. Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to St. Paul Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office. When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

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.

Computer Lab

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements to provide supervision. Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Curriculum

The curriculum will be determined by the faculty and administration with the approval of the Board of Education. The State Department publishes booklets in nearly every area, which should assist in setting goals. In curriculum planning and implementation, the teacher is the key. The only way curriculum can be relevant to a student is through the efforts of the teacher.

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 it 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:

1. Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
2. Attending such education conferences as are required by law or administrative directives.
3. Attending school assemblies unless excused by the principal.
4. Instructing pupils in the proper use of equipment and instructional supplies.
5. Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
6. 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.
7. Discussing a student only with the child's parents and the superintendent, principal, school counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
8. 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.
9. Refraining from joining book clubs or film clubs using the school name.
10. Turning in all monies collected to the main office by the end of the school day.
11. Clearing all class meetings or trips through the principal's office.
12. Participating in Student Assistance Teams pursuant to board policy.
13. Assisting with the administration of standardized testing as assigned by the administration.
14. Provide homebound instruction as assigned by the administration.
15. Performing additional duties as assigned by the administration.

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 linked above.

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. The Superintendent's monthly faculty meeting will be on Tuesday morning following the monthly School Board meeting.

Field Trips - (as printed in the Student Handbook)

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. **In order for students to participate they must have all homework complete, passing grades in their classes, attended school regularly and not missed more than the allotted days unless for medical or other extenuating circumstances.** We ask that only parents attend the field trips with their child and siblings will not be allowed to attend. All parents attending the field trip must have a current background check on file with the office. Applications for background checks are available in the elementary office and on the Nebraska State Patrol website. The applicant is expected to pay for all expenses for background checks. Chaperones/parents who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any right in, or to, a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final. The use of electronic devices on field trips will be at the administration's discretion. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request on the form found on Infinite Campus to their building principal at least ten calendar days prior to the date of the requested activity. Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis. In addition, certified staff will arrange for transportation with the Transportation Director.

Grading Procedures for Teachers 7-12

- Grades 7-12 will use the following grading system: A=93-100, B=86-92, C=78-85, D=70-77, F=below 70. Student grades will be recorded on report cards numerically rather than alphabetically (i.e., student grades will be recorded as 71, 85, 92, and 98 instead of D, C, B, A). **A student's grade is not to be reduced for discipline.** A student is to be graded on academic performance. Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student. A minimum of two grades should be recorded and posted to Infinite Campus each week. In addition, the first day a student is late with an assignment, put a 0 in the gradebook (even if you allow late work under your own "conditions")...it will help parents get on kids when they see the grade.
- **All 7-12 teachers will record at least two grades per week.**
- **Weekly student assignments must be entered into Infinite Campus by 10:00 a.m. on Monday (or first day of the week).**
- Consultation with the School Counselor and/or the Principal is suggested before giving a student an "F" grade at semester.
- St. Paul has a semester grading system.
- Grades of "incomplete" should be weighed seriously before being assigned. Only in cases of prolonged illness, long excused absences, etc., should the grade be given, especially at semester grade times. All incompletes must be made up and a grade assigned within two weeks following the end of the semester or an automatic "F" will be given. In extreme cases, an extension of this time period may be authorized by the administration. Please consult with the school counselor and principal in these instances.
- Communication with the home is vital. If a student in your class is having academic or behavior problems, or if they are performing in an outstanding manner, inform the parents. Parents will generally appreciate a call or a note informing them of some change in their child's status. Usually they will want to cooperate in resolving a problem. We can accomplish a great deal more if we work with informed parents. Teachers will fill out progress reports for students who have unsatisfactory or failing work. These should be handed out at Parent Teachers Conferences or into the principal's office when no Parent Teachers Conferences are held. Progress Reports for any student with a 77% or below are required to be sent to parents via Infinite Campus. Progress reports may also be given/sent to students with a grade above the 77%. Students need to be informed regularly of their grade status; progress reports are only a formal procedure.

Guest Speakers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest speaker must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for monitoring their assigned area.

Infinite Campus

An electronic class record book is the school's official record of matters relating to each student in each teacher's class. All teachers/classroom aides will be required to use Infinite Campus to record student grades and attendance. Teachers are required to enter a minimum of two grades per week, to post grades by Thursday midnight (or the day before the last day of the school week) for the school year, and to update academic assignments. Attendance on Infinite Campus will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Certified staff who have trouble/problems with Infinite Campus should contact the school's IT staff.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and online order forms will be made available to all members in the staff workrooms. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Job Descriptions for Certified Staff

- **Job Description - Elementary Counselor Duties (Job Description Forms will be signed annually)** Listed on Signature Forms handed out at the start of the school year.
- **Job Description - Secondary Counselor Duties (Job Description Forms will be signed annually)** Listed on Signature Forms handed out at the start of the school year.
- **Job Description - Speech Pathologist (Job Description Forms will be signed annually)** Listed on Signature Forms handed out at the start of the school year.
- **Job Description - Teacher (Job Description Forms will be signed annually)** Listed on Signature Forms handed out at the start of the school year.

Lesson Plans

Each teacher will prepare, complete, and submit weekly lesson plans by **Monday at 8:30 a.m.** to their building principal via email (screenshots acceptable). Lesson plans must be clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan packet. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time. Lesson plans must identify major objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes. In addition, all lessons taught in the 7-12 must be recorded and accessible to absent and present students (via Google Classroom, Canvas, Infinite Campus).

Locker Room Supervision (4062)

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations. Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Escorting students to and from the locker room and the activity or instructional area. All students will remain with the teacher, coach, or sponsor until everyone is finished with the activity before being escorted to the locker rooms. When students are finished showering/changing, they need to congregate next to the teacher, coach, or sponsor.
- Entering and walking through the entire boys locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Monitoring outside of the girls locker rooms to listen for prohibited conduct.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker rooms to determine that all students have exited the locker rooms before locking it.
- Ensuring that the locker rooms remain locked during any activity.

If a student is found missing during an activity, the staff member, coach, sponsor or adult designee shall check the locker room for the missing student. The locker room must be locked at all times when unsupervised. Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day. Students are not allowed to enter or reenter the locker room without appropriate supervision. If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove

ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order. Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave. Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason. Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor. School administrators or their designees may make random checks to assess policy compliance.

Media Center/Library

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building. Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist. Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Multicultural Education/Forms (6020)

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations. **Philosophy, Mission, and Program Goals.** The District respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The District will promote the development of a culturally responsible and responsive curriculum. The District's program will explore the attitudes, skills, and knowledge necessary to function in various cultures. **District Guides, Frameworks, or Standards.** Appropriate district staff and/or committee(s) will review the district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education. **Selecting Appropriate Instructional Materials.** Appropriate district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the district's multicultural education program. **Providing Staff Development.** Appropriate district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with district and program goals. **Periodic Assessment.** Appropriate district staff and/or committee(s) will periodically review the district's multicultural education program. By reviewing the criteria in this policy to assess whether the district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades. **Annual Status Report.** The superintendent will provide the board with a report on the status of the district's multicultural education program annually.

Multi-Systemic Systems of Support (MTSS) - The elementary and jr./sr. high staff will utilize the MTSS model for both academic and behavior decisions made to support student success.

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, organizing class materials, and grading tests or class work. Paraeducators are not to be used to make copies. Paras must work only on their assigned work days and within their assigned work day. 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 utilize a planner where

necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or school counselor.

Parent-Teacher Conferences

Parent/Teacher conferences will be scheduled on the school calendar during the first and third semesters. If deemed necessary, additional conferences will be scheduled. Conferences run from **4:00 – 8:00** in the gym for grades 7-12 and by appointment in the elementary.

Parking

Staff members have the WAC parking lot, center of the north loop, and the west section of the high school south parking lot to park in. **Students are not to park their cars in the staff areas.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day. The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non school hobbies and/or interests.**

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, with the exception of band or vocal lessons.
- 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.

Professional Growth

Professional Growth Period refers to the six-year period during which a permanent certificated employee is required to give evidence of

professional growth. For persons who had achieved permanent/tenured status as of September 1, 1982, the professional growth period ends September 1, 1988. A new professional growth period begins in 1988 and each successive six-year period thereafter. For persons obtaining permanent/tenured status after September 1, 1982, the professional growth period begins September 1 of the year in which such status was attained and each six-year period thereafter shall constitute the applicable professional growth period. **There will be a 1 year time limit on the growth points to be accepted.**

Six semester hours of college credit shall be accepted or a special project may be accepted as evidence of professional growth upon the filing of the appropriate documentation in the Superintendent's office. The semester hours shall also apply to advancement on the salary schedule if they meet the board policy for acceptance on the salary schedule. Documentation shall consist of an official transcript or grade sheets of the credit earned from a college or university, an in-depth report, an article with publication data, or similar evidence deemed acceptable. Teachers may be permitted to substitute travel, professional publication of an article, or other activities toward completion of the professional growth requirement. Teachers with travel, professional publication, or other activities shall make application for approval of such activities prior to departure on travel, publication of an article, or commencing an activity. Application for such substitution shall be made on the form prescribed in this regulation.

Point System for Professional Growth Activities- To meet the statutory professional growth requirements for a given six-year period, a permanent certificated staff member must have completed professional growth activities totaling 60 points.

The following activities may be acceptable for professional growth credit:

1. Formal Class work

- a. College or university credit in accredited institutions - 10 points per semester hour.
- b. Technical Community College credit - 10 points per semester hour.
- c. Auditing College Courses - 5 points per semester hour. Applicants must submit a statement for the institution showing the number of class sessions attended, together with the total number held. No professional growth credit shall be allowed for auditing a course unless the number of sessions attended is at least 80% of the total number held.
- d. Adult Education Courses - 5 points per course. The course must contribute significantly to the professional growth of the person involved and relate directly to the assigned position, endorsement, or special previously approved project of the person.
- e. Sponsored tours with academic credit - educational travel to be acceptable must be under the direction of an accredited college or university which grants college credit – points per semester hour granted on an individual basis.

2. Professional Meetings and Activities -For the purpose of this section, 3 hours will constitute one-half day and 6 hours a full day.

- a. Curriculum conferences and conventions - 5 points per day.
- b. Workshops, either school district designed or externally sponsored - 5 points per day. (25 point maximum)
- c. Workshops attended on the individual's own time and own expense - 10 points per day. (25 point maximum)
- d. Workshops, attended on an individual's own time, at the district's expense – 7.5 pr. Per day
- e. TV and radio in-service programs - 5 points for every 6 hours.
- f. Activities and conventions sponsored by NSEA, NCSA, or state academic associations which are instructional in nature - 5 points per day, or 5 points per half day when serving as the instructor or presenter.
- g. Demonstrating teaching and/or presenting in-service programs to colleges within or without the district - 5 points per half day.
- h. Visitation of another school system while it is in session - 6 clock hours = 5 points.
- i. Teaching summer school, college, or adult education - 5 points per class taught.
- j. Supervision of student teachers - 10 points per student teacher.
- k. Supervision of a probationary teacher (mentoring) – 10 points per mentee
- l. Service on Nebraska Department of Education Advisory Committee, elementary and secondary school accreditation teams, The Nebraska Council on Teacher Education, the Professional Practices Commission or other professionally related commissions or committees - 10 points per day.

3. Activities as Approved by a Professional Growth Evaluation Committee - To receive growth point credit for the items listed below, the employee shall submit a written proposal to the Evaluation Committee. The Committee shall agree on the follow-up activities or other activities and/or verification process and the number of points to be earned upon completion of the activity.

- a. Research and Curricular Development: District or classroom related research, production of curriculum materials or learning packets, completion of a thesis, dissertation, or collaboration with a research project.
- b. Educational Independent Travel.
- c. Community Service: Including service with community organizations, service in a political or appointive office, etc.
- d. Service as an appointive or elective officer of a professional organization.
- e. Contributions to professional journals and other educationally related publications.
- f. Special voluntary school district activities and/or in-service programs which occur before or after the school day or school year.

- g. Summer employment related to professional assignment or work. A staff member may receive up to 10 points per each different work experience during a 6-year period (can't receive 10 points each summer for the same job).
- 4. **Professional Growth Evaluation Committee** - To assist in the administration of this policy, particularly as it applies to alternative professional growth activities, there shall be a professional Growth Evaluation Committee consisting of: The Elementary and Secondary Principals and two permanent certificated staff members. The two permanent certificated staff members shall be elected by the St. Paul Education Association. The term of office shall be two years and shall be staggered so that one member is elected at the beginning of each school year during In-Service Days. In the event of a vacancy, a replacement shall be elected to serve the balance of the term.
 - a. **The duties of the Professional Growth Evaluation Committee are:**
 - i. Advise teachers on request as to whether proposed activities come with the scope of this policy.
 - ii. Determine whether or not professional growth is to be allowed and determine the number of points to be accredited in all cases where the decision is not specifically stated in the policy.
 - iii. Report to applicants the action taken upon each application for credit of professional growth activities.
- 5. Any applicant wishing to appeal a decision made by the Professional Growth Evaluation Committee should make such an appeal in writing to the committee. A further appeal may be made to the Superintendent, if the applicant disagrees with the decisions made by the committee.
- 6. **Records of Professional Growth Status** - Records of professional growth activities shall be maintained in the employee's personnel file. It shall be the employee's responsibility to see that proper documentation is placed in his/her file.
- 7. **Retroactivity** - This policy shall be retroactive to September 1, 1982.

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 8:00 a.m. and 4:00 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 8:00 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 without a direct supervisor's approval.

Sponsors

Certified staff members are assigned by the superintendent 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.

Student Activities (also see St. Paul Public School Activity Handbook)

Staff members are assigned by the superintendent 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.

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. School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Staff will be held responsible for clothing and equipment that is not returned.

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar (digital) at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings (out of the facilities by 6:00 p.m.) and Sundays, in order to give students sufficient time away from school for family-related activities. The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal. Open gyms will be allowed but only between 2:00 and 4:00. Certain activities require time to be

scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the Assistant Principal/Athletic Director prior to the activity, including all fundraising activities. Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school. The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action. No student may participate in a field trip off school property without written permission of his or her parent or guardian.

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 Assistance Team (SAT) through Multi-Tiered Systems of Support Process (MTSS) - Both the elementary and jr/sr. high school will utilize the SAT/MTSS process for early intervention to address academic and/or behavior concerns.

Student Hall Passes

1. **All teachers will have a common student Sign Out Sheet in every classroom.** Students will sign out to leave the room and sign in upon return. Use this to keep track of students during drills, etc.
 - All students will be issued a Hall Pass (small business card size)
2. **Students completing “non-educational” tasks (i.e. bathroom, get something from car, etc.)**
 - Teachers will initial over numbers or punch out the number when a student uses one pass of the passes
 - 20 passes/half semester - Unused passes for each semester will be forfeited. Teachers may reward for unused passes at the end of the half-semester/semester if desired.
 - Student going to their vehicle - Students will be punched/signed out by their teacher to come to the office. Must be accompanied by an administrator.
 - Classes with projects - Each teacher has full discretion to allow or not allow students to leave school to get wood, parts, etc... based on the student’s level of responsibility and respect.
3. **Students completing “educational” tasks (i.e. to get help from another teacher, library, get copies, nurse, etc.)**
 - Hall Passes are NOT punched between teacher to teacher interactions because they are for educational purposes.
 - Teachers use a note and include:
 - Student’s Name
 - Where they are going
 - Date/Time they Left You
 - Your Initials
 - If a student that has not gained your trust asks to go to another teacher...feel free to call the teacher to let them know they are coming.
4. **Students leaving the Cafeteria at Lunch**
 - All students will eat in the cafeteria.
 - Students WILL NOT use a Hall Pass at lunch time for the bathroom, but all 9-12 students will leave their cell phone with a lunch monitor while using the restroom.
 - Students can leave the cafeteria for a teacher’s room for **educational purposes only** or for specific club/team meetings only.
 - Students will not “line up” to leave the cafeteria before the bell rings.
5. **Hall Pass Process:**
 - Teachers that need to request a student(s) or student groups for lunch:
 - Put a hard copy list of names of kids you need on the clipboard that the lunch supervisors will grab in the teacher’s lounge (may want to use a student aide to deliver).
 - Be sure you write:

- Your name/Signature
 - Where student(s)/groups are to go
 - All student names requested
 - What time you want them in your room. If you request them right away to eat with you, you need to keep them the entire lunch period (can send back a minute early to dump trays).
- Students WILL NOT use a Hall Pass at lunch time for the bathroom, but all 9-12 students will leave their cell phone with a lunch monitor while using the restroom.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home. **EMERGENCY FIRST AID-** In the event of an accident or sudden illness, the school nurse should be summoned immediately. Notification should also be made to the office. In the event of an injury outside the normal course of the day, the teacher in charge should take the initiative in handling the emergency and is responsible for notifying the parents of the injury. First aid supplies are available in the nurse's office, the boys' physical education office, and other areas of potential danger. If the emergency warrants, use the nearest telephone and call 911.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures. No staff members other than the school nurse, or staff with proper certification, may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self administer medications such as aspirin and cough syrup or cough drops. Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication. After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Records (aka Pupil Records)

1. Each classroom teacher must keep a set of records in the daily class record book (on Infinite Campus) of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued via Infinite Campus within one week following the end of the semester unless otherwise announced.
3. Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
4. Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
5. Each classroom teacher is responsible for distribution of class cards on time.
6. Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards. **REPORT CARDS** - Secondary and elementary report cards will be distributed via Infinite Campus to St. Paul students every nine weeks of the school year. The grade card is an evaluation of scholastic achievement, tardiness, and attendance. Progress reports to parents are sent to those parents whose children are not progressing satisfactorily at the end of four and one-half weeks of each nine-week reporting period.
 - a. Report cards are designed primarily to help pupils achieve the educational goals of the school system, and to help parents understand the progress their child is making toward achieving these goals and objectives of their assigned courses. No report card can convey complete understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters to the home, and telephone conversations to the home must be made to supplement the report card. Whenever special contacts are made by a teacher with a student's home, a notation of this should be documented.

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.

Study Hall Regulations:

- Students must be in their assigned seats at the tardy bell or be counted tardy. Students who must be sent for an admit will be marked tardy. There is a 3-minute passing period between classes. This is more than enough time to get from class to class

and make necessary restroom/locker stops.

- Students in the study hall must have something with which to occupy themselves for study purposes. Students who do not come to study hall prepared to work will be referred to the counselor or to an administrator. A NOTE REGARDING HOMEWORK: Outside class preparation, or homework, is necessary in addition to in-class study. The amount of homework varies according to the length of the assignments, the student's ability, and his/her method of study. Daily assignments should be prepared regularly and carefully. If a student does not have specific assignments to be completed, then study hall time should be spent reading or reviewing. In addition, study hall teachers are encouraged to talk with other teachers about what homework a student might have for those students in their classes.
- Talking or visiting in the study hall is not permitted. Students may, however, obtain permission from the study hall teacher to study together for specific assignments such as quizzes or tests.
- Card playing is not permitted, sleeping is not permitted. Students who sleep will be referred to an administrator.
- Students may not leave the study hall without a pass (one student at a time). Students with passes to the library, the Counselor, or any other destination must first check in with the study hall teacher so that attendance may be taken. After attendance is taken, the student may be allowed to leave the study hall.

Substitute Teaching During Planning Period

In-School Substitutes - Every effort is made to employ a substitute teacher when a faculty member will be absent from school, but occasionally there are no substitute teachers available. In such cases, teachers may be asked to cover another class during their preparation period, for which they will either be paid \$15.00 per class substituted or apply time toward personal leave. No pay is allowed for covering a class during a period when a teacher normally has a class assignment (i.e., your regularly scheduled class is not in school because of a field trip, activity, etc.). The first staff member to let Mr. Moore know you read this receives a free dinner.

Taking Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time. Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor. Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass. A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

At the beginning of each period all teachers will take attendance using the appropriate software program, reporting all absences and tardies. If you do not have access to the program or if you cannot leave your students (i.e., Band and PE classes) call the elementary or secondary office or send a student to the office with a list of absent and tardy students. Faculty members should keep accurate records of student attendance. Faculty members should keep the office informed of possible attendance problems.

Teaching Controversial Issues

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions. Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or a school device. However, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

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.

Changes in Handbook

This faculty handbook is subject to change or revision at any time. Any changes and/or revisions within this handbook will be posted on Infinite Campus. This handbook will not answer all questions. If you are in doubt about an action or would like an explanation of a policy, please feel free to visit with the administration.

ACKNOWLEDGMENT OF BOARD POLICY & STAFF HANDBOOK -

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the St. Paul Public 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.

Print Name

Signature

Date

ST. PAUL PUBLIC SCHOOL - 7-12 SCHOOL

COUNSELOR EVALUATION

(Source: ASCA Eval and Local Criteria - Final Pilot Draft, Approved by NDE ??????)



Evaluator: _____ Date: _____

0=Unsatisfactory, 1=Basic, 2=Proficient, 3=Exemplary

Social Emotional & Individual Counseling	
Maintain an open door policy for student check-ins to discuss personal issues, provide empathetic listening, and discuss coping strategies	
Collaborate in weekly MTSS meetings to analyze student intervention data and collaborate on evidence-based academic/behavioral plans	
Collaborate with the principal to address student concerns	
Lead school crisis response/threat assessment team to promptly address student safety issues and develop support/safety and re-entry plans	
Screen student counseling issues determining appropriateness for short-term school counseling or need for referral to long-term therapy	
Make referrals for out-of-scope or long-term counseling	
Collaborate with external providers, ensuring the continuation of care/school support	
Communicate with teachers/staff regarding student issues using discretion to foster wrap-around support while respecting privacy	
Log all student counseling sessions to inform follow-ups and enable longitudinal tracking both for the student and systemic analysis	
TOTAL (27 max)	

College/Career Options Counseling	
Maintain college and career center website with up-to-date resources on college searches, applications, financial aid, career assessments, military options, job shadowing etc.	
Create monthly digital newsletters, parent email distribution lists, and integration with the Student Information System (SIS) for proactive communication about upcoming events, workshops, and planning milestones	

Coordinate college, career, patrol, military annual fair and visitor days to expose students to postsecondary options	
Organizing off-site career exploration and leadership events	
Conduct or organize sessions focused on college prep, career assessments, application timelines, interview skills, resume building, life-skills	
Promote the use of online career inventories and exploration platforms to help students identify interests and occupational fit - collaborate with teachers to implement into classrooms	
Analyze usage trends and program feedback to enhance offerings and collaborate with teachers to update course descriptions/coding	
Customize resources and support for underserved student groups needing additional college/career advising	
Serve as lead contact for Early College course program, tracking/reporting on participation and credits earned	
Support students in making informed decisions about their personal, academic, and career goals by providing appropriate guidance and tools to assist students in determining their own path forward.	
TOTAL (30 max)	

Scholarship/ACT Options Advising	
Maintain a master list of scholarships across local, regional and national programs on a responsive counseling website	
Deliver targeted ACT and scholarship opportunities via email and SIS	
Host annual workshop for juniors and seniors families on FAFSA - Education Quest	
Offer resources for scholarship essay writing, planning, and post-graduation planning	
Streamline the application process for local scholarships and provide detailed instructions (video and 1:1) to students	
Promote recipient success stories via digital channels (coordinate with AD)	
Acquire final Intentions list and awards day information to communicate and collaborate with HS Secretary	

Manage ACT and OnToCollege platform communication (waivers) to students and families	
TOTAL (24 max)	

****Academic Planning, Advising and Integrity ****

Collaborate with principal and faculty to develop master schedule, course sequencing, and staff assignments conducive to student postsecondary goals	
Collect teacher advising recommendations to inform course placement decisions using curriculum analysis principles and equitable assignment practices	
Input final schedule offerings into the student information system with appropriate credits, assessment links, and grade rollovers	
Consult with students on personalized graduation mapping, postsecondary prerequisites, and course selections	
Guide all students annually on graduation pathways, aligning programs, online platforms, and community partnerships to college/career aspirations	
Audit and submit official transcripts, class rank, and upcoming course verifications, to aid college/scholarship decisions	
Perform ongoing graduation audits, updating administration on credit attainment patterns and at-risk student interventions	
Ensure staff, families, and 504/IEP teams collaborate to fulfill accommodations modify instructions without diluting rigor or expectations	
Leads 504 team meetings, establishing consensus on reasonable accommodations to eliminate barriers tied to the student's impairment	
TOTAL (27 max)	

****Professional Standards****

Fulfills legal and ethical obligations to families, teachers, administrators and other school staff	
Collaborates with families, teachers, administrators, other school staff and education stakeholders for student achievement and success	

Demonstrates leadership through the development and implementation of the school counseling program	
Consults with school counselors and other education, counseling, and legal professionals when ethical and legal questions arise	
Identifies gaps in achievement, attendance, discipline, opportunity, and resources	
Creates systemic change through the implementation of the school counseling program	
Demonstrates advocacy in the school counseling program	
Adheres fully and completely to all ethical guidelines and confidentiality policies regarding student information in communication with families, staff, administration, and external sources.	
Seeks out resources, partnerships, grants, and services that will enhance academic, social-emotional, and postsecondary outcomes for underserved and disadvantaged student groups.	
Makes referrals to appropriate school and community resources	
Models ethical behavior & resolves ethical dilemmas	
Consults with administrators in the assignment of fair share responsibilities that make appropriate use of the counselor's skills and allow adequate time to fulfill core counseling responsibilities	
Seeks proper training for any assigned areas lacking expertise before independently carrying out activities to ensure duties are performed effectively	
Engages in professional development to inform and guide ethical and legal work	
Continually expand professional learning network and community partnerships to provide comprehensive student resources	
TOTAL (45 max)	

Overall Total: _____ (153 Max)

0-40=Unsatisfactory, 41-80=Basic, 81-120=Proficient, 120-153=Exemplary

Evaluator Narrative Comments:

****Self-Assessment****

Reflect on your performance over the past year in each domain area. Identify 1-2 strengths and 1 area for improvement.

Social Emotional & Individual Counseling:

College/Career Options Counseling:

Scholarship/ACT Options Advising:

Academic Planning, Advising, and Integrity:

Professional Standards:

Overall Self-Rating (Circle One):

Unsatisfactory Basic Proficient Exemplary

****Professional Development****

List any counselor training programs, conferences, workshops, webinars, book studies etc. you have participated in this year. Describe how this professional development has supported your continuous improvement.

1.

2.

3.

Goals for Future Development:

1.

2.

School Counselor: _____ Date: _____

Administrative Supervisor: _____ Date: _____

ST. PAUL PUBLIC SCHOOL - K-6 SCHOOL

COUNSELOR EVALUATION

(Source: ASCA Eval and Local Criteria - Final Pilot Draft, Approved by NDE ??????)



Evaluator: _____ Date: _____

0=Unsatisfactory, 1=Basic, 2=Proficient, 3=Exemplary

Social Emotional & Individual Counseling	
Maintain an open door policy for student check-ins to discuss personal issues, provide empathetic listening, and discuss coping strategies	
Collaborate in weekly MTSS meetings to analyze student intervention data and collaborate on evidence-based academic/behavioral plans	
Collaborate with the principal to address student concerns	
Lead school crisis response/threat assessment team to promptly address student safety issues and develop support/safety and re-entry plans	
Screen student counseling issues determining appropriateness for short-term school counseling or need for referral to long-term therapy	
Make referrals for out-of-scope or long-term counseling	
Collaborate with external providers, ensuring the continuation of care/school support	
Communicate with teachers/staff regarding student issues using discretion to foster wrap-around support while respecting privacy	
Log all student counseling sessions to inform follow-ups and enable longitudinal tracking both for the student and systemic analysis	
TOTAL (27 max)	

**Academic Planning, Instruction, & Advising and Integrity **	
Implement a PreK-6th comprehensive school counseling curriculum focusing on self-awareness, self-management, social awareness, relationship skills, and responsible decision making	
Demonstrates a current and comprehensive knowledge of content, pedagogy, students, and standards needed to drive instruction	

Creates and consistently maintains an exceptional learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement	
Consistently uses highly effective instructional strategies that result in continuous growth in learning for each student	
Use assessments to help students understand their abilities, values, and career interests	
Ensure staff, families, and 504/IEP teams collaborate to fulfill accommodations modify instructions without diluting rigor or expectations	
Leads 504 team meetings, establishing consensus on reasonable accommodations to eliminate barriers tied to the student's impairment	
TOTAL (21 max)	

Professional Standards	
Fulfills legal and ethical obligations to families, teachers, administrators and other school staff	
Collaborates with families, teachers, administrators, other school staff and education stakeholders for student achievement and success	
Demonstrates leadership through the development and implementation of the school counseling program	
Consults with school counselors and other education, counseling, and legal professionals when ethical and legal questions arise	
Identifies gaps in achievement, attendance, discipline, opportunity, and resources	
Creates systemic change through the implementation of the school counseling program	
Demonstrates advocacy in the school counseling program	
Adheres fully and completely to all ethical guidelines and confidentiality policies regarding student information in communication with families, staff, administration, and external sources.	
Seeks out resources, partnerships, grants, and services that will enhance academic, social-emotional, and postsecondary outcomes for underserved and disadvantaged	

student groups.	
Makes referrals to appropriate school and community resources	
Models ethical behavior & resolves ethical dilemmas	
Consults with administrators in the assignment of fair share responsibilities that make appropriate use of the counselor's skills and allow adequate time to fulfill core counseling responsibilities	
Seeks proper training for any assigned areas lacking expertise before independently carrying out activities to ensure duties are performed effectively	
Engages in professional development to inform and guide ethical and legal work	
Continually expand professional learning network and community partnerships to provide comprehensive student resources	
TOTAL (45 max)	

Overall Total: _____ (93 Max)

0-23=Unsatisfactory, 24-43=Basic, 44-63=Proficient, 64-93=Exemplary

Evaluator Narrative Comments:

****Self-Assessment****

Reflect on your performance over the past year in each domain area. Identify 1-2 strengths and 1 area for improvement.

Social Emotional & Individual Counseling:

Academic Planning, Instruction, Advising, and Integrity:

Professional Standards:

Overall Self-Rating (Circle One):

Unsatisfactory Basic Proficient Exemplary

****Professional Development****

List any counselor training programs, conferences, workshops, webinars, book studies etc. you have participated in this year. Describe how this professional development has supported your continuous improvement.

1.

2.

3.

Goals for Future Development:

1.

2.

School Counselor: _____ Date: _____

Administrative Supervisor: _____ Date: _____

July 1st-8th

No vacation or sick days were used.

Sick Days-30 of 30 Remaining

Vacation Days- 20 of 20 Remaining