

## **Agenda**

1. Call to Order
2. Determination of Legality of the Regular Meeting and Roll Call
3. Student Fees Act Hearing
  1. Take all necessary input and testimony of BP 541.6
  2. Close Hearing
4. Parent Involvement Hearing
  1. Take all necessary input and testimony of BP 1005.03
  2. Close Hearing
5. Acceptable Use of Technology Hearing
  1. Take all necessary input and testimony of BP 615
  2. Close Hearing
6. Consent Agenda
  1. Approval or Amendment of Agenda
  2. Approval of the Minutes
  3. Approval of General Fund claims totaling \$107,891.54 , Lunch Fund claims totaling \$37.00 , Special Building Fund claims totaling \$10,891.42 , and QCPUF Fund claims totaling \$0 ;
7. Open Forum
8. Principal & Athletic Director Reports-
9. Old Business
  1. Update on Storage building
  2. KPE agreement
  3. Storage facility timeframe going forward
  4. Meyer Building Update
10. Superintendent's Report
11. New Business
  1. Staff Hiring
    1. Approve hiring of Julie Hendricks for Media Center/7-8 grade reading teacher
    2. Conflict of interest policy BP 202.02
  2. Approval of Student Handbooks for 2019-20
  3. Accept Copier Bid
  4. 2nd Reading of Policy changes:
    - Motion: Approve the second reading of policy updates as presented:
    - 11.4.1 BP 510.1 Student Discipline
    - 11.5.2 BP 510.4 Drug and Alcohol
    - 11.6.3 BP 460 Wage Information
    - 11.6.4 BP 500.05 Kindergarten Admission Requirements
    - 11.6.5 BP 1009 Military Recruiters
    - 11.6.6 BP 601.4 Curriculum/State Assessments
    - 11.6.7 BP 1005.12 Family Engagement Policy

11.6.8 BP 203.06 Standing Committees

11.6.9 BP 203.065 Standing Committee on American Civics

5. Reaffirm Student Fees Act BP 541.6
6. Reaffirm Parental Involvement BP 1005.03
7. Reaffirm Acceptable Use of Technology BP 615
8. Reaffirm Anti-Bullying policy BP 541.5
12. Statistical (Financial) Report
  1. Reports
    1. Doniphan-Trumbull School's Treasurer's Report
  2. Action Items
13. Next Meeting Date
14. Adjournment

**Notice of legality-** Determination of Legality of the Regular Meeting and Roll Call – President Vincent acknowledges that the notice of the meeting was given in advance by publication in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting is open to the attendance of the public.

## Students

### Student Fees Policy

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2019-2020 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire

fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2019-2020 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

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

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

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

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

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

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

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

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

Legal Reference: Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)  
Neb. Rev. Stat. §79-2,104 (student files or records)  
Neb. Rev. Stat. §79-715 (eye-protective devices)  
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: July 12, 2010

Date of Review: July 2011, July 2012, July 2013, July 2014, July 2015, July 2016, June 2017, June 2018, July 2019

**Appendix "1" Student Fees Policy of  
Doniphan-Trumbull Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	Non--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

<sup>1</sup> This listing is our Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less.

Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast--\$ <u> K-12 \$1.65 A-\$2.10</u> <b>Lunch--\$ <u> K-6 \$2.50; 7-12 \$2.80; A \$3.65</u></b> Milk--\$ <u> 0.40</u> Salad Bar- <u>\$2.50</u> Seconds- <del>\$</del> <u>1.50</u> Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Computers-(Laptops & Ipads)	User Fee for Elementary Students of \$10.00 per year for students in grades 3 through 6. The fee is used to replace accidental damage to laptops & ipads.	\$10.00 per year per student. For each student in grades 3 through 6.
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for rent/use by any student.

Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast--\$ <u>K-12 \$1.65 A-\$2.10</u> <b>Lunch--\$ <u>K-6 \$2.50; 7-12 \$2.80; A \$3.65</u></b> Milk--\$ <u>0.40</u> Salad Bar- <u>\$2.50</u> Seconds- <b>\$ <u>1.50</u></b> Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.

End of year lost or damaged books, damage to CARDS24-7 1 to 1 Laptops	User Fee for each student in grades 7-12.  Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00 Laptop Usage Fee is \$30.00 for each student in grades 7-12. Damage Fee-Laptops-Student is responsible for 100% for any intentional damage, neglect, abuse \$1199.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$50
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$315
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ 35.00 Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>

<b>Athletic Programs</b>		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an <b>Activity Ticket for \$35.00 per year.</b> For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.

3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories		
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.	
8. Marching Band and Musical	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program.	

Groups		Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or



## PARENTAL INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

The following activities will also be included in the board's plan for parental involvement:

1. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;

2. The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
3. The board will build the schools' and parents' capacity for strong parental involvement;
4. The board will coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The board will conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
6. The board will involve parents in Title I activities.

The parent or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference:       Neb. Statute 79-530 to 533  
                              No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference:     507.01 Student Records Access  
                              606.03 Objection to Instructional Materials  
                              611.01 Student Progress Reports  
                              611.04 Parent Conferences  
                              1002. District Annual Report  
                              1005.01 Public Complaints

Approved \_\_\_\_\_ May 11, 2009 \_\_\_\_\_

Reviewed: June 2010, June 2011, June 2012, June 2013, June 2014, June 2016, June 2017, June 2018, July 2019

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of Doniphan-Trumbull Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the

Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general,

for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act) LB 512 (2017).

Date of Revision: July 10, 2019

**INSTRUCTION**

Doniphan-Trumbull Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Doniphan-Trumbull Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Doniphan-Trumbull Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Doniphan-Trumbull Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Doniphan-Trumbull Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Doniphan-Trumbull Public Schools, any of its employees, or any institution providing network access to Doniphan-Trumbull Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

**INSTRUCTION**

Doniphan-Trumbull Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Doniphan-Trumbull Public Schools community understand and agree to these rules of conduct, Doniphan-Trumbull Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Doniphan-Trumbull Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Doniphan-Trumbull Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Doniphan-Trumbull Public Schools, any of its employees, or any institution providing network access to Doniphan-Trumbull Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

**INSTRUCTION**

Doniphan-Trumbull Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Doniphan-Trumbull Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Doniphan-Trumbull Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold [Name] Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Doniphan-Trumbull Public Schools, any of its employees, or any institution providing network access to Doniphan-Trumbull Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

**Doniphan-Trumbull Public School  
July School Board Meeting**

Date: July 10, 2019

Regular Board Meeting 7:00 P.M.

Location: 302 W. Plum St., Board of Education Room

To: Board of Education Members and General Public

Agenda: Regular Meeting

From: Stan Hendricks, Superintendent

**1. Call Regular Meeting to Order;**

**2 Determination of Legality of the Regular Meeting and Roll Call**

Determination of Legality. President Vincent acknowledges that the notice of the meeting was given in advance by publication in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, will be taken while the convened meeting is open to the attendance of the public. Please call the Roll: **Attached: Notice of Legality.**

**3. Open Hearing: Student Fees Act BP 541.6**

**3.1 Take all necessary input and testimony of BP 541.6**

**3.2 Close Hearing**

**4. Open Hearing: Parental Involvement BP 1005.03**

**4.1 Take all necessary input and testimony of BP 1005.03**

**4.2 Close Hearing**

**5. Open Hearing: Acceptable Use of Technology BP 615**

**5.1 Take all necessary input and testimony of BP 615**

**5.2 Close Hearing**

Brent Rainforth	Present, Absent	Chris Sullivan.	Present, Absent
Steph Roach	Present, Absent	Zach Van Diest	Present, Absent
John Schultz	Present, Absent	Craig Vincent	Present, Absent

**6. Consent Agenda**

Recommended Action: Approval of consent agenda as presented.

Note: Items on the consent agenda are considered routine and will be acted under one motion.

There will be no separate discussion of these items at the meeting unless a Board member requests an item to be removed from the agenda for separate action.

**6.1. Approval or Amendment of Agenda**

There have been no additional items added to the agenda since the agenda was distributed to the Board of Education. **Attached: July 10, 2019 BOE Agenda**

**6.2. Approval of the Minutes**

**Attached: June 11, 2019 regular board meeting minutes**

- 6.3. Approval of: General Fund claims totaling **\$107,891.54**; Food Service claims totaling **\$37.00**; Building Fund Claims totaling **\$10,891.42** Depreciation Fund totaling **\$0** and QCPUF claims totaling **\$0**.

**Attached: June 2019 Claims**

Brent Rainforth	Yes	No	Chris Sullivan.	Yes	No
Steph Roach	Yes	No	Zach Van Diest	Yes	No
John Schultz	Yes	No	Craig Vincent	Yes	No

7. Open Forum

8. A. **Principal Report's**

- a. Mr. Engel
- b. Mrs. Niles
- c. Mr. Lavaley
- d. Mr. Breckner

**9 Old Business and Reports**

- 9.1 Update on Storage building
- 9.2 KPE agreement
- 9.3 Storage facility timeframe going forward
- 9.4 Meyer Building update

**10. Superintendent Report Attached: Superintendent report July 2019**

11. **New Business: Take all necessary discussion and/or action**

11.1 Staff Hiring

- 11.1. a Approve hiring of Julie Hendricks for Media Center/7-8 grade reading at BA+18 step 8.

Motion: Motion to approve hiring Julie Hendricks for Media Center/7-8 grade reading teacher at BA+18/ step 8

11.1.b Conflict of Interest statutes BP 202.02

Brent Rainforth	Yes	No	Chris Sullivan.	Yes	No
Steph Roach	Yes	No	Zach Van Diest	Yes	No
John Schultz	Yes	No	Craig Vincent	Yes	No

11.2 Approval of Student Handbooks for 2019-20

Motion: Approve Student Handbooks for 2019-20 school year.

Changes are presented in accompanying information sheet

Brent Rainforth	Yes	No	Chris Sullivan	Yes	No
Steph Roach	Yes	No	Zach Van Diest	Yes	No
John Schultz	Yes	No	Craig Vincent	Yes	No

11.3 Accept Copier bid

Attached are comparable bids from Eakes and Capital Business to replace copies in the HS work room and the upstairs copier in the high school. Each of these copiers are currently over 8 years old. Recommendation: Eakes

Motion: Approve copier bid from Eakes as presented

Brent Rainforth	Yes	No	Chris Sullivan	Yes	No
Steph Roach	Yes	No	Zach Van Diest	Yes	No
John Schultz	Yes	No	Craig Vincent	Yes	No

11.4 2nd Reading of Policy changes:

Motion: Approve the first reading of policy updates as presented:

- 11.4.1 BP 510.1 Student Discipline
- 11.5.2 BP 510.4 Drug and Alcohol
- 11.6.3 BP 460 Wage Information
- 11.6.4 BP 500.05 Kindergarten Admission Requirements
- 11.6.5 BP 1009 Military Recruiters
- 11.6.6 BP 601.4 Curriculum/State Assessments
- 11.6.7 BP 1005.12 Family Engagement Policy
- 11.6.8 BP 203.06 Standing Committees
- 11.6.9 BP 203.065 Standing Committee on American Civics

Brent Rainforth	Yes	No	Chris Sullivan	Yes	No
Steph Roach	Yes	No	Zach Van Diest	Yes	No
John Schultz	Yes	No	Craig Vincent	Yes	No

11.5 Re-affirm Student Fees Act BP 541.6

Motion: Reaffirm the student fees act BP 541.6 for 2019-20

Brent Rainforth	Yes	No	Chris Sullivan	Yes	No
Steph Roach	Yes	No	Zach Van Diest	Yes	No
John Schultz	Yes	No	Craig Vincent	Yes	No

11.6 Re-affirm the Parental Involvement BP 1005.03

Motion: Reaffirm the Parental Involvement PB 1005.03

Brent Rainforth	Yes	No	Chris Sullivan	Yes	No
Steph Roach	Yes	No	Zach Van Diest	Yes	No
John Schultz	Yes	No	Craig Vincent	Yes	No

11.7 Re-affirm Acceptable Use of Technology BP 615

Motion: Reaffirm the Acceptable Use of Technology BP 615

Brent Rainforth	Yes	No	Chris Sullivan	Yes	No
Steph Roach	Yes	No	Zach Van Diest	Yes	No
John Schultz	Yes	No	Craig Vincent	Yes	No

11.8 Anti-Bullying policy BP541.5

Recommendation: The anti-bullying policy must be reviewed each year by statute, but it does not need a separate hearing.

Motion: Reaffirm the anti-bullying policy 541.5

12. Financials **Attached: April 2019 treasurer's**

13. Next Board Meeting- Monday, August 12, 2019 at 7:00 p.m.

14. President Vincent adjourned the meeting at \_\_\_\_\_ P.M.

Board of Education Regular Meeting  
Tuesday, June 11, 2019 7:00 PM Central

Board of Education Room  
302 W. Plum  
Doniphan, NE 68832

Brent Rainforth: Present  
Mrs. Steph Roach: Present  
John Schultz: Present  
Chris Sullivan: Present  
Zach VanDiest: Present  
Mr. Craig Vincent: Present  
Present: 6.

#### 1. Call to Order

#### 2. Determination of Legality of the Regular Meeting and Roll Call

#### 3. Consent Agenda

##### 3.1. Approval or Amendment of Agenda

##### 3.2. Approval of the Minutes

3.3. Approval of General Fund claims totaling \$61,519.25 , Lunch Fund claims totaling \$5,341.97 , Special Building Fund claims totaling \$3,000.00 , and QCPUF Fund claims totaling \$12,338.75 ;

Motion to approve General Fund claims totaling \$61,519.25 , Lunch Fund claims totaling \$5,341.97 , Special Building Fund claims totaling \$3,000.00 , and QCPUF Fund claims totaling \$12,338.75 Passed with a motion by John Schultz and a second by Brent Rainforth.

Brent Rainforth: Yea, Mrs. Steph Roach: Yea, John Schultz: Yea, Chris Sullivan: Yea,  
Zach VanDiest: Yea, Mr. Craig Vincent: Yea  
Yea: 6, Nay: 0

#### 4. Open Forum

#### 5. Principal Reports

Mr. Lavaley, Engel, Niles and Mr. Breckner gave a report on all current events and summer projects

#### 6. Old Business and Reports

##### 6.1. Commercial Office Building appraisal

##### 6.2. KPE budget estimate of costs

##### 6.3. Storage facility KPE proposal

##### 6.4. Review and accept Superintendent evaluation

#### 7. Superintendent Report

## 8. New Business

### 8.1. Breakfast and lunch increase

Approve .05 cent increase to breakfast, student lunches and adult lunches for 2019-20 school year Passed with a motion by Mr. Craig Vincent and a second by Zach VanDiest.  
Brent Rainforth: Yea, Mrs. Steph Roach: Yea, John Schultz: Yea, Chris Sullivan: Yea,  
Zach VanDiest: Yea, Mr. Craig Vincent: Yea  
Yea: 6, Nay: 0

### 8.2. Faculty Resignation

Approve resignation of Jill Rainforth for 2019-20 school year Passed with a motion by Chris Sullivan and a second by Mrs. Steph Roach.  
Brent Rainforth: Yea, Mrs. Steph Roach: Yea, John Schultz: Yea, Chris Sullivan: Yea,  
Zach VanDiest: Yea, Mr. Craig Vincent: Yea  
Yea: 6, Nay: 0

### 8.3. Design-Bid-Build method for facility storage

Approve design-bid-build method for storage facility construction project Passed with a motion by Brent Rainforth and a second by John Schultz.  
Brent Rainforth: Yea, Mrs. Steph Roach: Yea, John Schultz: Yea, Chris Sullivan: Yea,  
Zach VanDiest: Yea, Mr. Craig Vincent: Yea  
Yea: 6, Nay: 0

### 8.4. Authorize Supt. Hendricks to approve contract agreements specifically for the storage facility construction project

Authorize Supt. Hendricks to approve contract agreements specifically for the storage facility project Passed with a motion by Mr. Craig Vincent and a second by Chris Sullivan.  
Brent Rainforth: Yea, Mrs. Steph Roach: Yea, John Schultz: Yea, Chris Sullivan: Yea,  
Zach VanDiest: Yea, Mr. Craig Vincent: Yea  
Yea: 6, Nay: 0

### 8.5. Approve first reading of policy changes:

Approve first reading of policies: BP 510.1, 510.4, 460, 500.05, 1009, 601.4, 1005.12, 203.06, 203.065 Passed with a motion by Zach VanDiest and a second by Mrs. Steph Roach.  
Brent Rainforth: Yea, Mrs. Steph Roach: Yea, John Schultz: Yea, Chris Sullivan: Yea,  
Zach VanDiest: Yea, Mr. Craig Vincent: Yea  
Yea: 6, Nay: 0

#### 8.5.1. BP 510.1 . Student Discipline

#### 8.5.2. BP 510.4 Drug and Alcohol

#### 8.5.3. BP 460 Wage Information

#### 8.5.4. BP 500.05 Kindergarten Admission Requirements

#### 8.5.5. BP 1009 Military Recruiters

#### 8.5.6. BP 601.4 Curriculum/ State Assessment

8.5.7. BP 1005.12 Family Engagement Policy

8.5.8. BP 203.06 Standing Committees

8.5.9. BP 203.065 Standing Committee on American Civics

9. Financials Attached: April 2019 treasurer's report

10. Next Meeting Date

Next board meeting is Wednesday, July 10, 2019 at 7:00 p.m.

**DONIPHAN-TRUMBULL PUBLIC SCHOOL**

JUNE 1, 2019 to JUNE 30 ,2019

**07/10/2019 Board Meeting**

a

<b>GENERAL FUND</b>									
		<u>MTD</u>	<u>YTD</u>						
Beginning Balance		\$3,306,293.64							
Investments (CD's)		\$200,000.00	\$200,000.00						
<b>NSDLAF</b>	\$ 163,206.24	<b>\$286.06</b>	<b>\$163,492.30</b>						
Receipts		\$1,485,913.28							
Disbursements	<table border="1"> <tr> <td>Lst Mo Clai</td> <td align="right">\$61,519.25</td> </tr> <tr> <td>Lst Mo Pay</td> <td align="right">\$534,228.34</td> </tr> <tr> <td></td> <td align="right"><u>\$595,747.59</u></td> </tr> </table>	Lst Mo Clai	\$61,519.25	Lst Mo Pay	\$534,228.34		<u>\$595,747.59</u>	\$595,747.59	
Lst Mo Clai	\$61,519.25								
Lst Mo Pay	\$534,228.34								
	<u>\$595,747.59</u>								
Adjustments	adj								
		<b>Adjusted Exp</b>	\$0.00						
Ending Balance		<b>\$4,196,745.39</b>							

<b>DEPRECIATION FUND</b>			
		<u>MTD</u>	<u>YTD</u>
Beginning Balance		\$131,215.71	
Investments (CD)		\$0.00	\$0.00
<b>Adjusted Begin Bal</b>		<b>\$131,215.71</b>	<b>\$0.00</b>
Receipts			
Interest		\$20.13	
Adjusted Receipts		\$20.13	\$0.00
Disbursements			
Ending Balance		<b>\$131,235.84</b>	<b>\$0.00</b>

<b>EMPLOYEE BENEFIT FUND</b>			
		<u>MTD</u>	<u>YTD</u>
Beginning Balance		\$30,365.78	
Receipts		\$4.66	
Disbursements		\$0.00	\$0.00
Ending Balance		<b>\$30,370.44</b>	<b>\$0.00</b>

<b>BUILDING FUND</b>		
	MTD	YTD
Beginning Balance	\$2,669,759.45	
Receipts	\$114,626.77	
Disbursements	\$3,000.00	
Ending Balance	<b>\$2,781,386.22</b>	<b>\$0.00</b>

**DONIPHAN-TRUMBULL PUBLIC SCHOOL**

**JUNE 1, 2019 to JUNE 30 ,2019**

**07/10/2019 Board Meeting**

<b>STUDENT FEES FUND</b>		
	7 MTD	YTD
Beginning Balance	\$1,191.43	
Receipts		
Disbursements	\$0.00	
Ending Balance	<b>\$1,191.43</b>	<b>\$0.00</b>

**GRAND TOTAL ALL FUNDS**

<b>QCPUF FUND</b>		
	MTD	YTD
Beginning Balance	\$497,159.20	
Receipts	\$31,064.11	
Check Int		
Disbursements	\$12,338.75	
Ending Balance	<b>\$515,884.56</b>	<b>\$0.00</b>

25

<b>IMPRESS FUND</b>		
	MTD	YTD
Beginning Balance	\$2,020.11	
Receipts	\$1,410.59	
Expenditures	\$2,490.28	
Ending Balance	<b>\$940.42</b>	<b>\$0.00</b>

**FOOD SERVICE FUND**

	MTD	YTD						
Beginning Balance	\$33,062.91							
Audit Adjustment	\$0.00	\$0.00						
Adjusted Beginning Balance	\$33,062.91	\$0.00						
Receipts	\$7,066.01							
Disbursements	\$14,098.21							
	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Lst Mo Clai</td> <td style="text-align: right;">\$5,341.97</td> </tr> <tr> <td>Lst Mo Pay</td> <td style="text-align: right;">\$8,756.24</td> </tr> <tr> <td></td> <td style="text-align: right;">\$14,098.21</td> </tr> </table>	Lst Mo Clai	\$5,341.97	Lst Mo Pay	\$8,756.24		\$14,098.21	
Lst Mo Clai	\$5,341.97							
Lst Mo Pay	\$8,756.24							
	\$14,098.21							
	Adj-VOID CK							
Ending Balance	<b>\$26,030.71</b>	<b>\$0.00</b>						

**HIGH SCHOOL ACTIVITY FUNDS**

	MTD	YTD
Beginning Balance	\$81,038.27	
Receipts	\$3,955.09	
Disbursements	\$12,096.42	
Ending Balance	<b>\$72,896.94</b>	<b>\$0.00</b>

**ELEMENTARY ACTIVITY FUNDS**

	MTD	YTD
Beginning Balance	\$11,255.85	
Receipts	\$2,707.90	
Disbursements	\$1,094.54	
Ending Balance	<b>\$12,869.21</b>	<b>\$0.00</b>

Checking Account:	02	Check Type:	Check Date:	Invoice Date:	PO Number:	Vendor:	Chart of Account Number:	Check Total:
Check Number: 1680		Check	07/05/2019	07/05/2019	ARMBRUSTER	ARMELE	ARMBRUSTER ELECTRIC 02 2620 430 000 0 000	5,500.00
Check Number: 1681		Check	07/05/2019	07/05/2019	1118MT	FASTENAL	FASTENAL CO 02 2620 340 000 0 000	494.52
Check Number: 1682		Check	07/05/2019	07/05/2019	1187MT	ISS	INTEGRATED SECURITY SOLUTIONS 02 2620 340 000 0 000	297.50
Check Number: 1683		Check	07/05/2019	07/05/2019	MENGI	MENARD	MENARDS 02 2620 610 000 0 000	259.12
Check Number: 1684		Check	07/05/2019	07/05/2019	MENHAS	MENHAS	MENARDS 02 2620 610 000 0 000	3,914.83
Check Number: 1685		Check	07/05/2019	07/05/2019	1243MT	TOOFAS	TOO FAST SUPPLY 02 2620 610 000 0 000	425.45
Check Number: 190704		Check	07/05/2019	07/05/2019	ARMBRUSTER	KGTN AREA PROJECT	KGTN AREA PROJECT	5,500.00
Check Number: 1681		Check	07/05/2019	07/05/2019	1118MT	FASTENAL	FASTENAL CO	494.52
Check Number: 1682		Check	07/05/2019	07/05/2019	1187MT	ISS	INTEGRATED SECURITY SOLUTIONS	297.50
Check Number: 1683		Check	07/05/2019	07/05/2019	MENGI	MENARD	MENARDS	259.12
Check Number: 1684		Check	07/05/2019	07/05/2019	MENHAS	MENHAS	MENARDS	3,914.83
Check Number: 1685		Check	07/05/2019	07/05/2019	1243MT	TOOFAS	TOO FAST SUPPLY	425.45

\*Denotes Expensed Invoice Item

Checking Account ID: 02

Total without Voids: 10,891.42

Doniphan-Trumbull Public School  
07/05/2019 1:26 PM

Checking Account: 06 lunch acct  
Check Number: 10151 Check Type: Check  
Invoice Number: 10505136 Invoice Date: 07/05/2019  
PO Number: PHONE

Detail Check Register  
LUNCH JULY 2019

Check Date: 07/10/2019 Vendor: HAMILT  
Detail Description: PHONE SERVICE

HAMILTON TELEPHONE  
Chart of Account Number: 06 3100 340 000 0 000

Check Total: 37.00  
Detail Amount: 37.00

\*Denotes Expensed Invoice Item

Checking Account ID: 06

Total without Voids: 37.00

Checking Account: 01		General Fund		Vendor: ALPREH		Check Total: 284.51	
Invoice Number	Check Date	Check Type	PO Number	Detail Description	Chart of Account Number	Detail Amount	Check Total
33934	07/02/2019	Check	ALPHA	SLP HRS	01 2151 340 001 0 000	203.84	284.51
2551	07/02/2019	Check	ALPHA	SLP MLG	01 2151 580 001 0 000	8.45	
2551	07/02/2019	Check	ALPHA	OT HRS	01 2161 340 001 0 000	71.50	
2551	07/02/2019	Check	ALPHA	OT MLG	01 2161 580 001 0 000	0.72	
33935	07/01/2019	Check	BHEN	NATURAL GAS	01 2610 620 000 0 000	46.62	320.22
6/17/19	07/01/2019	Check	BHEN	NATURAL GAS	01 2610 620 000 0 000	273.60	
33936	07/02/2019	Check	DPBREHAV1920	13" Tred Sleeve 2017 w/outpuch--10cp	01 1100 610 000 0 000	2,098.20	2,133.20
in1100307	07/02/2019	Check	DPBREHAV1920	Tred Sleeve Puch Only 2017-10cp	01 1100 610 000 0 000	35.00	
33937	07/01/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000	92.00	578.04
891712	07/01/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000	192.00	
894241	07/01/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000	21.30	
894469	07/01/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000	272.74	
896294	07/01/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000		
33938	07/03/2019	Check	CAPBUSSUPT	SUPT OFFICE COPIER	01 2320 734 000 0 000	216.38	216.38
24932862	07/03/2019	Check	5014-S	WAGNER TRAINING TO TEACH CPR	01 2130 330 000 0 000	200.00	200.00
33939	07/01/2019	Check	5002-S	OT SPED SCHOOL AGE / HRS	01 2161 340 000 0 000	1,124.75	2,632.80
7/27/19	07/01/2019	Check	5002-S	OT SPED SCHOOL AGE/MILEAGE	01 2161 580 000 0 000	20.25	
33940	07/01/2019	Check	5002-S	OT SPED AGE 3-5/ HRS	01 2162 340 000 0 000	585.00	
5/31/2019	07/01/2019	Check	5002-S	PT SPED SCHOOL AGE / HRS	01 2171 340 000 0 000	388.50	
5/31/2019	07/01/2019	Check	5002-S	PT SPED SCHOOL AGE/MILEAGE	01 2171 580 000 0 000	41.40	
5/31/2019	07/01/2019	Check	5002-S	PT SPED AGE 3-5/ HRS	01 2172 340 000 0 000	195.00	
5/31/2019	07/01/2019	Check	5002-S	PT SPED BIRTH - AGE 2/ HRS	01 2173 340 000 0 000	263.50	
5/31/2019	07/01/2019	Check	5002-S	PT SPED BIRTH - AGE 2/ MILEAGE	01 2173 580 000 0 000	14.40	
33941	07/10/2019	Check	COMHAR	COMPUTER HARDWARE			65,509.00

Checking Account: 01		General Fund					
Invoice Number	Invoice Date	PO Number	Check Type	Check Date	Detail Description	Chart of Account Number	Detail Amount
H25266-72	07/02/2019	5013-S	Check		LAPTOP PURCHASES/REAP \$\$	01 6992 734 000 0 000	65,509.00
Check Number: 33942				07/10/2019	Vendor: DINTOM		Check Total: 75.00
Invoice Number: GCCP286626	07/01/2019	DINSDALE	Check		LEWIS BUS INSP/APRIL	01 2710 430 000 0 000	75.00
Check Number: 33943				07/10/2019	Vendor: IMPRES		Check Total: 871.49
Invoice Number: 06/2019	07/02/2019	IMPRESS	Check		MTSS TRNG MEAL	01 1100 580 000 0 000	43.29
06/2019	07/02/2019	IMPRESS	Check		SUPPLIES/MTSS	01 1100 610 000 0 000	775.00
06/2019	07/02/2019	IMPRESS	Check		RETIREMENT GIFT SH	01 1100 610 001 0 000	30.00
06/2019	07/02/2019	IMPRESS	Check		POSTAGE	01 2510 531 000 0 000	23.20
Check Number: 33944				07/10/2019	Vendor: EDMEN		Check Total: 708.40
Invoice Number: INV117891-1	07/01/2019	903-HS	Check		STUDY ISLAND MATH	01 1100 643 001 0 000	354.20
INV117891-1	07/01/2019	903-HS	Check		STUDY ISLAND ELA	01 1100 643 001 0 000	354.20
Check Number: 33945				07/10/2019	Vendor: ESU9		Check Total: 269.00
Invoice Number: 29752	07/02/2019	ESU9	Check		WORKSHOPS HS SPED	01 1200 330 001 0 000	50.00
29775	07/02/2019	ESU9	Check		REG ED WORKSHOPS HS	01 2211 330 001 0 000	219.00
Check Number: 33946				07/10/2019	Vendor: ENGR0D		Check Total: 574.04
Invoice Number: AUG18-FEBR19	07/01/2019		Check		MILEAGE/TRVL EXP	01 2410 580 002 0 000	574.04
Check Number: 33947				07/10/2019	Vendor: ESU10		Check Total: 180.00
Invoice Number: 17676-1	07/01/2019	ESU10	Check		ENGEL/TEACHING LEARNING WKSHOP	01 2410 610 002 0 000	75.00
17676-2	07/01/2019	ESU10	Check		NILES WK SHOP	01 1200 610 002 0 002	75.00
W96237	07/01/2019	ESU10	Check		WKSHOP KRAMER/KEASLING	01 1200 640 000 0 000	20.00
W96240	07/01/2019	ESU10	Check		J SAM WKSHOP	01 1200 640 000 0 000	10.00
Check Number: 33948				07/10/2019	Vendor: FAMRES		Check Total: 600.00
Invoice Number: 2594	07/01/2019	4519-S	Check		EMPLOYEE ASSIST. PROGRAM FEES/QTRLY	01 1100 340 000 0 000	600.00
Check Number: 33949				07/10/2019	Vendor: FLESER		Check Total: 676.80
Invoice Number: 06/2019	07/02/2019	FLEETSERVICES	Check		NON STUDENT VECHICLE FUEL	01 2650 626 000 0 000	676.80
Check Number: 33950				07/10/2019	Vendor: FES		Check Total: 2,052.00
			Check		FOUNDATION FOR EDUCATIONAL SERVICES		

Checking Account: 01		General Fund					
Invoice Number	Invoice Date	PO Number	Check Type	Check Date	Vendor	Chart of Account Number	Detail Amount
INV010412	07/02/2019	4578-S	Check		ANNUAL HOSTING ROYALTY	01 1100 490 000 0 000	2,052.00
Check Number: 33951			Check	07/10/2019	HAMILT	HAMILTON TELEPHONE	Check Total: 1,681.96
10503113	07/01/2019	HAMILTON	Check		EARLY ED	01 1190 530 002 0 000	36.65
10503113	07/01/2019	HAMILTON	Check		BLDG	01 2510 530 000 0 000	383.30
10503118	07/01/2019	HAMILTON	Check		INTERNET	01 2510 530 000 0 000	1,262.01
Check Number: 33952			Check	07/10/2019	HENSTA	STANFORD HENDRICKS	Check Total: 753.78
10508249	07/02/2019		Check		INTERNET FEES AS PER CONTRACT	01 2320 530 000 0 000	753.78
Check Number: 33953			Check	07/10/2019	HOLDEE	DEE HOLLISTER	Check Total: 122.00
7/2019	07/01/2019	DEEHOL	Check		MEDICARE DEDUCT/INS BENEFIT	01 2710 280 000 0 000	122.00
Check Number: 33954			Check	07/10/2019	HOLDEE	DEE HOLLISTER	Check Total: 11.20
6/11/19	07/01/2019	DEEHOL	Check		MLG	01 2510 580 000 0 000	11.20
Check Number: 33955			Check	07/10/2019	HOMLEA	HOMETOWN LEASING	Check Total: 268.19
7.20.19	07/01/2019	HOMLEA2	Check		MODULAR -S/N 55002166	01 1100 443 001 0 000	52.20
7.20.19	07/01/2019	HOMLEA2	Check		6TH GRADE HALLWAY-S/N55002116	01 1100 443 002 0 000	53.79
7.20.19	07/01/2019	HOMLEA2	Check		MODULAR HS SPED-S/N 55002166	01 1200 443 001 0 000	52.20
9.20.19	07/01/2019	HOMLEA1	Check		HS COPIER LEASE NEW 3/2018-S/N 7501724X	01 2410 443 001 0 000	110.00
Check Number: 33956			Check	07/10/2019	HYVEE	HyVee	Check Total: 105.98
5831803437	07/02/2019	518-HS	Check		SANDWICHES FOR GRADUATES	01 2190 610 001 0 000	105.98
Check Number: 33957			Check	07/10/2019	KSB	KSB SCHOOL LAW	Check Total: 750.00
6376	07/02/2019	KSBLAW	Check		POLICY UPDATE	01 2310 317 000 0 000	750.00
Check Number: 33958			Check	07/10/2019	THELAM	THE LAMPO GROUP, LLC	Check Total: 1,000.00
7665645	07/03/2019	1005-HS	Check		FOUNDATIONS DIGITAL CLASSROOM ANNUAL LIC	01 1100 640 001 0 000	1,000.00
Check Number: 33959			Check	07/10/2019	MASCAR	MASTERCARD	Check Total: 4,798.58
06/2017	07/01/2019	MASTERCARD	Check		MTSS	01 1100 330 000 0 000	490.55
06/2017	07/01/2019	MASTERCARD	Check		COMPUTER SUPPL	01 1100 610 000 0 000	180.94



Checking Account: 01		General Fund		Vendor:		Check Total:
Check Number:	Check Type:	Invoice Date	PO Number	Check Date:	Detail Description	Detail Amount
33969	Check	07/02/2019	SHERWINWMS	07/10/2019	SHERWI SUPPLIES	881.98
33970	Check	07/02/2019	SOPOWER	07/10/2019	SOUTH ELECTRICITY	4,368.00
33971	Check	07/02/2019	4932-S	07/10/2019	TAESE MTSS SUMMIT	875.00
33972	Check	07/02/2019	TMS	07/10/2019	TMS TIME CLOCK FEES	108.24
33973	Check	07/02/2019	WENTOB	07/10/2019	TOBWN MEDICARE DEDUCT/INS BENEFIT	154.40
33974	Check	07/02/2019	TRANEQTRLY	07/10/2019	TRANE QTRLY PAYMENTS	4,107.50
33975	Check	07/02/2019	VERIZLD	07/10/2019	VERIZO LONG DISTANCE	150.84
33976	Check	07/02/2019	VILLAGE	07/10/2019	VILOFD WATER/SEWER	644.00
33977	Check	07/02/2019	VISA	07/10/2019	VISA SUPT OFFICE SUPPL	63.16
33978	Check	07/02/2019	WINDSTR	07/10/2019	WINDST LONG DISTANCE SERVICE/INTERNET	356.06
33979	Check	07/02/2019	WOODWSHRED	07/10/2019	WOOD SPED SHREDDING ALL OTHER SHREDDING	47.50
8865-785						23.75
8865-785						23.75

Checking Account: 01      General Fund

\*Denotes Expensed Invoice Item

Checking Account ID: 01

Total without Voids: 107,891.54

Account Number	Account Description	Current Month	Year to Date	Budget	Budget Balance	% of Budget Spent
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$253,937.43	\$2,378,674.40	\$2,940,316.00	\$561,641.60	80.90
1150	ENGLISH LANGUAGE LEARNERS	\$897.28	\$8,972.80	\$7,933.00	(\$1,039.80)	113.11
1160	POVERTY PROGRAMS	\$290.43	\$4,444.61	\$28,640.00	\$24,195.39	15.52
1190	EARLY CHILDHOOD ED	\$6,292.35	\$63,267.38	\$66,440.00	\$3,172.62	95.22
1200	SPED SCHOOL AGE	\$68,941.27	\$742,126.88	\$897,773.00	\$155,646.12	82.66
1214	SCH-AGE SPED PSYCHOLOGIST SER	\$0.00	\$0.00	\$74,290.00	\$74,290.00	0.00
1300	SUMMER SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	0.00
2120	GUIDANCE SERVICES	\$14,804.45	\$148,270.48	\$171,290.00	\$23,019.52	86.56
2130	HEALTH SERVICES	\$2,162.42	\$30,591.15	\$30,600.00	\$8.85	99.97
2140	PSYCHOLOGICAL SERVICES	\$5,000.65	\$66,185.88	\$0.00	(\$66,185.88)	0.00
2151	SPEECH THERAPY-SCH AGE	\$287.42	\$2,314.74	\$0.00	(\$2,314.74)	0.00
2160	OCCUPATIONAL THERAPY-ALL CONDITIONS	\$0.00	\$3,587.70	\$0.00	(\$3,587.70)	0.00
2161	OT-SPED SCH AGE	\$1,790.90	\$11,410.28	\$0.00	(\$11,410.28)	0.00
2162	OT-SPED AGE 3-5	\$1,413.75	\$9,177.60	\$0.00	(\$9,177.60)	0.00
2163	OT-SPED BIRTH-AGE 2	\$0.00	\$178.75	\$0.00	(\$178.75)	0.00
2170	PT - ALL CONDITIONS	\$0.00	\$3,084.70	\$0.00	(\$3,084.70)	0.00
2171	PT-SPED SCHOOL AGE	\$827.30	\$4,391.30	\$0.00	(\$4,391.30)	0.00
2172	PT - AGE 3-5	\$861.25	\$4,443.45	\$0.00	(\$4,443.45)	0.00
2173	PT- BIRTH - AGE 2	\$415.10	\$1,408.95	\$0.00	(\$1,408.95)	0.00
2190	OTHER PUPIL SUPPORT SERV	\$20,921.41	\$237,791.66	\$320,800.00	\$83,008.34	74.12
2211	REGULAR ED IN-SERVICE	\$25.00	\$3,770.32	\$0.00	(\$3,770.32)	0.00
2212	INST STAFF TRNG AND CURR DEV	\$235.00	\$235.00	\$0.00	(\$235.00)	0.00
2213	INSTRUCTIONAL STAFF TRAINING	\$448.00	\$523.00	\$12,160.00	\$11,637.00	4.30
2220	LIBRARY/MEDIA	\$10,168.72	\$108,993.83	\$134,852.00	\$25,858.17	80.82
2230	INSTRUCTION RELATED TECH ETC.	\$2,507.90	\$30,672.19	\$0.00	(\$30,672.19)	0.00
2310	GENERAL/BOARD ADMINISTRATION	\$305.56	\$20,374.85	\$39,900.00	\$19,525.15	51.06
2320	OFFICE OF THE SUPERINTENDENT	\$22,148.62	\$185,926.54	\$230,292.00	\$44,365.46	80.74
2410	OFFICE OF THE PRINCIPAL	\$29,375.95	\$293,046.28	\$359,387.00	\$66,340.72	81.54
2510	FISCAL SERVICES	\$12,374.98	\$130,676.03	\$172,618.00	\$41,941.97	75.70
2580	ADMIN. TECHNOLOGY SERVICES	\$0.00	\$3.60	\$7,400.00	\$7,396.40	0.05
2610	BUILDINGS/SITES OPERATIONS	\$35,487.39	\$343,610.18	\$477,380.00	\$133,769.82	71.98
2620	BUILDINGS/SITES MAINTENANCE	\$5,706.89	\$154,229.00	\$325,470.00	\$171,241.00	47.39
2630	CARE&UPKEEP OF GROUNDS	\$419.50	\$11,358.26	\$0.00	(\$11,358.26)	0.00
2650	VEHICLE - NOT BUSES	\$1,038.70	\$18,434.40	\$41,769.00	\$23,334.60	44.13
2660	SAFETY & SECURITY	\$0.00	\$555.50	\$0.00	(\$555.50)	0.00
2710	REGULAR PUPIL TRANSPORTATION	\$11,035.30	\$173,793.08	\$0.00	(\$173,793.08)	0.00
2712	SCHOOL AGE SPEC ED TRANSPORT	\$528.23	\$10,225.25	\$25,708.00	\$15,482.75	39.77
2713	BELOW AGE 5 PUPIL TRANSP-sp	\$510.52	\$14,940.26	\$15,587.00	\$646.74	95.85
2750	BUS DRIVER SALARY	\$0.00	\$0.00	\$234,071.00	\$234,071.00	0.00
3535	HIGH ABILI. LEARNER	\$0.00	\$0.00	\$7,096.00	\$7,096.00	0.00
3540	NDE GRANT \$\$ AGE3-5	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4300	TITLE V	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4425	PRE SCHOOL FLEX FUNDING	\$0.00	\$0.00	\$0.00	\$0.00	0.00
5000	DEBT SERVICES	\$0.00	\$188,913.76	\$0.00	(\$188,913.76)	0.00
6200	TITLE I CURRENT YEAR	\$8,990.83	\$60,668.87	\$68,188.00	\$7,519.13	88.97
6404	IDEA PART B BASE AGE 0-4	\$5,697.21	\$57,258.15	\$108,609.00	\$51,350.85	52.72
6406	IDEA PRESCHOOL SPED	\$991.15	\$12,377.90	\$0.00	(\$12,377.90)	0.00
6410	IDEA ENROLLMENT/POVERTY FLOW THRU	\$5,860.54	\$49,700.35	\$58,387.00	\$8,686.65	85.12
6414	IDEA PART C BELOW AGE 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00
6969	TITLE IV 18/19	\$0.00	\$1,088.00	\$0.00	(\$1,088.00)	0.00

Account Number	Account Description	Current Month	Year to Date	Budget	Budget Balance	% of Budget Spent
6992	REAP GRANT	\$0.00	\$28,000.00	\$40,000.00	\$12,000.00	70.00
9000	TRANSFERS	\$0.00	\$24,190.90	\$25,000.00	\$809.10	96.76
9000	NON-PROGRAMMED CHARGES	\$0.00	\$7,921.74	\$0.00	(\$7,921.74)	0.00
01	GENERAL FUND	\$532,599.40	\$5,651,809.95	\$6,921,956.00	\$1,270,146.05	81.65
02	BUILDING AND SITES FUND					
1200	SPED SCHOOL AGE	\$0.00	\$3,000.00	\$0.00	(\$3,000.00)	0.00
2620	BUILDINGS/SITES MAINTENANCE	\$0.00	\$27,367.26	\$2,881,427.00	\$2,854,059.74	0.95
4700	BUILDING IMPROVEMENTS	\$3,000.00	\$68,786.14	\$0.00	(\$68,786.14)	0.00
02	BUILDING AND SITES FUND	\$3,000.00	\$99,153.40	\$2,881,427.00	\$2,782,273.60	3.44
03	DEPRECIATION FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$22,621.00	\$0.00	(\$22,621.00)	0.00
2190	OTHER PUPIL SUPPORT SERV	\$0.00	\$4,994.00	\$0.00	(\$4,994.00)	0.00
2620	BUILDINGS/SITES MAINTENANCE	\$0.00	\$0.00	\$135,602.00	\$135,602.00	0.00
03	DEPRECIATION FUND	\$0.00	\$27,615.00	\$135,602.00	\$107,987.00	20.36
04	EMPLOYEE BENEFIT FUND					
2320	OFFICE OF THE SUPERINTENDENT	\$0.00	\$0.00	\$30,264.00	\$30,264.00	0.00
04	EMPLOYEE BENEFIT FUND	\$0.00	\$0.00	\$30,264.00	\$30,264.00	0.00
07	STUDENT FEES FUND					
2190	OTHER PUPIL SUPPORT SERV	\$0.00	\$0.00	\$1,187.00	\$1,187.00	0.00
07	STUDENT FEES FUND	\$0.00	\$0.00	\$1,187.00	\$1,187.00	0.00
08	QUALIFIED CAPITAL PURPOSE FUND					
2190	OTHER PUPIL SUPPORT SERV	\$0.00	\$0.00	\$433,633.00	\$433,633.00	0.00
5000	DEBT SERVICES	\$12,338.75	\$12,338.75	\$0.00	(\$12,338.75)	0.00
08	QUALIFIED CAPITAL PURPOSE FUND	\$12,338.75	\$12,338.75	\$433,633.00	\$421,294.25	2.85
Grand Total:		\$547,938.15	\$5,790,917.10	\$10,404,069.00	\$4,613,151.90	55.66

Account Number	Account Description	CURRENT MONTH	YEAR TO DATE	BUDGET	BUDGET BALANCE	% OF BUDGET
01	GENERAL FUND					
01 1100	PROPERTY TAXES	\$0.00	\$0.00	\$5,567,012.00	\$5,567,012.00	0.00
01 1100 001	LOCAL PROPERTY TAXES ADAMS CO	\$47,482.73	\$521,596.45	\$0.00	(\$521,596.45)	0.00
01 1100 002	LOCAL PROPERTY TAXES HALL COUNTY	\$660,766.75	\$3,389,989.39	\$0.00	(\$3,389,989.39)	0.00
01 1100 003	LOCAL PROPERTY TAXES HAMILTON COUNTY	\$65,159.70	\$470,671.62	\$0.00	(\$470,671.62)	0.00
01 1100 004	LOCAL PROPERTY TAXES CLAY COUNTY	\$69,623.32	\$794,251.26	\$0.00	(\$794,251.26)	0.00
1100	Local property tax	\$843,032.50	\$5,176,508.72	\$5,567,012.00	\$390,503.28	92.99
01 1115	CARLINE TAX	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00
01 1115 001	CARLINE TAX ADAMS COUNTY	\$0.00	\$63.84	\$0.00	(\$63.84)	0.00
01 1115 003	CARLINE TAX HAMILTON COUNTY	\$0.00	\$99.63	\$0.00	(\$99.63)	0.00
1115	CARLINE TAX	\$0.00	\$163.47	\$1,000.00	\$836.53	16.35
01 1125	MOTOR VEHICLE TAXES	\$0.00	\$0.00	\$275,000.00	\$275,000.00	0.00
01 1125 001	MOTOR VEHICLE TAXES ADAMS COUNTY	\$2,293.12	\$32,550.31	\$0.00	(\$32,550.31)	0.00
01 1125 002	MOTOR VEHICLE TAXES HALL COUNTY	\$22,412.45	\$196,445.45	\$0.00	(\$196,445.45)	0.00
01 1125 003	MOTOR VEHICLE TAXES HAMILTON COUNTY	\$707.67	\$11,414.08	\$0.00	(\$11,414.08)	0.00
01 1125 004	MOTOR VEHICLE TAXES CLAY COUNTY	\$2,789.85	\$33,277.14	\$0.00	(\$33,277.14)	0.00
1125	MOTOR VEHICLE TAXES	\$28,203.09	\$273,686.98	\$275,000.00	\$1,313.02	99.52
01 1190	LICENSE & FEES	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00
1190	LICENSE & FEES	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00
01 1370	TUITION-OTHER DISTR(SPED PRE)	\$0.00	\$12,280.00	\$8,000.00	(\$4,280.00)	153.50
1370	TUITION-OTHER DISTR(SPED PRE)	\$0.00	\$12,280.00	\$8,000.00	(\$4,280.00)	153.50
01 1410	TRANS FROM INDIV - GEN ED	\$0.00	\$947.88	\$0.00	(\$947.88)	0.00
1410	TRANS FROM INDIV - GEN ED	\$0.00	\$947.88	\$0.00	(\$947.88)	0.00
01 1510	INTEREST ON INVESTME	\$1,407.26	\$10,976.02	\$2,000.00	(\$8,976.02)	548.80
1510	INTEREST ON INVESTMENTS	\$1,407.26	\$10,976.02	\$2,000.00	(\$8,976.02)	548.80
01 1740	FEES(LAPTOPS)	\$0.00	\$8,850.00	\$0.00	(\$8,850.00)	0.00
1740	FEES(LAPTOPS)	\$0.00	\$8,850.00	\$0.00	(\$8,850.00)	0.00
01 1911	LOCAL LICENSES	\$0.00	\$820.00	\$0.00	(\$820.00)	0.00
1911	LOCAL LICENSE FEES	\$0.00	\$820.00	\$0.00	(\$820.00)	0.00
01 1990	OTHER LOCAL RECEIPTS	\$0.00	\$0.00	\$500.00	\$500.00	0.00
1990	OTHER LOCAL RECEIPTS	\$0.00	\$0.00	\$500.00	\$500.00	0.00
01 2110	CO FINES & LICENSES	\$0.00	\$236.69	\$25,000.00	\$24,763.31	0.95
01 2110 001	COUNTY FINES AND LICENSE FEES ADAMS CO	\$0.00	\$2,577.48	\$0.00	(\$2,577.48)	0.00
01 2110 002	COUNTY FINES AND LICENSE FEES HALL CO	\$1,728.39	\$8,967.18	\$0.00	(\$8,967.18)	0.00
01 2110 003	COUNTY FINES AND LICENSE FEES HAMILTON C	\$978.34	\$978.34	\$0.00	(\$978.34)	0.00
2110	COUNTY FINES AND LICENSE FEES	\$2,706.73	\$12,759.69	\$25,000.00	\$12,240.31	51.04
01 3110	STATE AID	\$7,029.00	\$63,285.00	\$70,317.00	\$7,032.00	90.00
3110	STATE AID	\$7,029.00	\$63,285.00	\$70,317.00	\$7,032.00	90.00
01 3120	SPECIAL ED PROGRAMS	\$82,755.00	\$352,812.00	\$325,000.00	(\$27,812.00)	108.56
3120	SPECIAL ED SCHOOL AGE	\$82,755.00	\$352,812.00	\$325,000.00	(\$27,812.00)	108.56
01 3125	SPECIAL ED TRANSPORT	\$0.00	\$67,142.00	\$7,000.00	(\$60,142.00)	959.17
3125	SCHOOL AGE SPECIAL ED TRANSPOR	\$0.00	\$67,142.00	\$7,000.00	(\$60,142.00)	959.17
01 3130	HOMESTEAD EXEMPT	\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.00
01 3130 001	HOMESTEAD EXEMPTION ADAMS CO	\$361.08	\$1,083.24	\$0.00	(\$1,083.24)	0.00
01 3130 002	HOMESTEAD EXEMPTION HALL COUNTY	\$5,075.56	\$10,151.12	\$0.00	(\$10,151.12)	0.00
01 3130 003	HOMESTEAD EXEMPTION HAMILTON CO	\$803.25	\$1,606.50	\$0.00	(\$1,606.50)	0.00
01 3130 004	HOMESTEAD EXEMPTION CLAY COUNTY	\$700.31	\$1,648.85	\$0.00	(\$1,648.85)	0.00
3130	HOMESTEAD EXEMPTION	\$6,940.20	\$14,489.71	\$17,000.00	\$2,510.29	85.23

Account Number	Account Description	CURRENT MONTH	YEAR TO DATE	BUDGET	BUDGET BALANCE	% OF BUDGET
01 3131 001	TAX CREDIT ADAMS COUNTY	\$0.00	\$21,608.17	\$0.00	(\$21,608.17)	0.00
01 3131 002	TAX CREDIT HALL COUNTY	\$0.00	\$117,246.03	\$0.00	(\$117,246.03)	0.00
01 3131 003	TAX CREDIT HAMILTON COUNTY	\$0.00	\$24,630.08	\$0.00	(\$24,630.08)	0.00
01 3131 004	TAX CREDIT CLAY COUNTY	\$0.00	\$64,690.93	\$0.00	(\$64,690.93)	0.00
3131	TAX CREDIT	\$0.00	\$228,175.21	\$0.00	(\$228,175.21)	0.00
01 3180	PRO RATE M/V	\$0.00	\$0.00	\$10,500.00	\$10,500.00	0.00
01 3180 001	PRO-RATE MOTOR VEHICLE ADAMS COUNTY	\$219.35	\$1,349.91	\$0.00	(\$1,349.91)	0.00
01 3180 002	PRO-RATE MOTOR VEHICLE HALL COUNTY	\$3,777.08	\$7,502.71	\$0.00	(\$7,502.71)	0.00
01 3180 003	PRO-RATE MOTOR VEHICLE HAMILTON CO	\$0.00	\$709.37	\$0.00	(\$709.37)	0.00
01 3180 004	PRO-RATE MOTOR VEHICLE CLAY COUNTY	\$0.00	\$548.32	\$0.00	(\$548.32)	0.00
3180	PRO-RATE MOTOR VEHICLE	\$3,996.43	\$10,110.31	\$10,500.00	\$389.69	96.29
01 3200	STATE APPORTIONMENT	\$0.00	\$61,128.09	\$0.00	(\$61,128.09)	0.00
3200	STATE APPORTIONMENT	\$0.00	\$61,128.09	\$0.00	(\$61,128.09)	0.00
01 3300	IN LIEU OF SCHOOL LAND TAX	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.00
3300	IN LIEU OF SCHOOL LAND TAX	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.00
01 3400	STATE APPORTIONMENT	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.00
3400	STATE APPORTIONMENT	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.00
01 3512	DIST ED INCENTIVE	\$0.00	\$1,437.62	\$7,000.00	\$5,562.38	20.54
3512	DIST ED INCENTIVE	\$0.00	\$1,437.62	\$7,000.00	\$5,562.38	20.54
01 3535	PYMTS HIGH ABILITY LEARNERS	\$0.00	\$2,882.00	\$2,000.00	(\$882.00)	144.10
3535	PAYMTS HIGH ABILITY LEARNERS	\$0.00	\$2,882.00	\$2,000.00	(\$882.00)	144.10
01 3800	IN-LIEU-OF SCHOOL LAND TAX	\$0.00	(\$30.11)	\$0.00	\$30.11	0.00
3800	IN-LIEU-OF SCHOOL LAND TAX	\$0.00	(\$30.11)	\$0.00	\$30.11	0.00
01 3990	OTHER STATE RECEIPTS	\$0.00	\$11,779.93	\$0.00	(\$11,779.93)	0.00
3990	OTHER STATE RECEIPTS	\$0.00	\$11,779.93	\$0.00	(\$11,779.93)	0.00
01 4200	TITLE I	\$0.00	\$47,277.00	\$0.00	(\$47,277.00)	0.00
4200	TITLE I	\$0.00	\$47,277.00	\$0.00	(\$47,277.00)	0.00
01 4310	REAP \$'S	\$0.00	\$6,475.00	\$0.00	(\$6,475.00)	0.00
4310	REAP \$'S	\$0.00	\$6,475.00	\$0.00	(\$6,475.00)	0.00
01 4410	IDEA	\$0.00	\$44,913.00	\$0.00	(\$44,913.00)	0.00
4410	IDEA	\$0.00	\$44,913.00	\$0.00	(\$44,913.00)	0.00
01 4505	TITLE I, CURRENT FY	\$0.00	\$0.00	\$52,000.00	\$52,000.00	0.00
4505	TITLE I PART A ESSA	\$0.00	\$0.00	\$52,000.00	\$52,000.00	0.00
01 4511	TITLE V PART B REAP	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00
4511	TITLE V PART B REAP	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00
01 4512	IDEA BASE \$'S	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00
4512	IDEA BASE \$'S	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00
01 4515	IDEA BIRTH-AGE 4	\$0.00	\$0.00	\$52,000.00	\$52,000.00	0.00
4515	IDEA BIRTH-AGE 4	\$0.00	\$0.00	\$52,000.00	\$52,000.00	0.00
01 4516	IDEA PRESCHOOL (619) BASE ALLOC AGE 3-4	\$0.00	\$0.00	\$57,000.00	\$57,000.00	0.00
4516	IDEA PRESCHOOL (619) BASE ALLOC AGE 3-4	\$0.00	\$0.00	\$57,000.00	\$57,000.00	0.00
01 4708	TITLE VI-D MEDICAID	\$532.70	\$532.70	\$8,000.00	\$7,467.30	6.66
4708	MEDICAID IN PUBLIC SCH	\$532.70	\$532.70	\$8,000.00	\$7,467.30	6.66
01 4709	MEDICAID ADMIN (MAAPS)	\$895.06	\$895.06	\$10,000.00	\$9,104.94	8.95
4709	MEDICAID ADMIN (MAAPS)	\$895.06	\$895.06	\$10,000.00	\$9,104.94	8.95
01 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$63,050.03	\$0.00	(\$63,050.03)	0.00
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$63,050.03	\$0.00	(\$63,050.03)	0.00
01 5400	LOAN PROCEEDS LONGER 1YR	\$0.00	\$271.00	\$0.00	(\$271.00)	0.00
5400	LOAN PROCEEDS LONGER THEN 1YR	\$0.00	\$271.00	\$0.00	(\$271.00)	0.00

Account Number	Account Description	CURRENT MONTH	YEAR TO DATE	BUDGET	BUDGET BALANCE	% OF BUDGET
01 5690	OTHER NON-REVENUE RECEIPTS	\$5,090.93	\$73,570.66	\$0.00	(\$73,570.66)	0.00
5690	OTHER NON-REVENUE RECEIPTS	\$5,090.93	\$73,570.66	\$0.00	(\$73,570.66)	0.00
01 6404	IDEA BASE	\$0.00	\$61,157.00	\$0.00	(\$61,157.00)	0.00
6404	IDEA BASE	\$0.00	\$61,157.00	\$0.00	(\$61,157.00)	0.00
01	GENERAL FUND	\$982,588.90	\$6,608,345.97	\$6,635,829.00	\$27,483.03	99.59
02	BUILDING AND SITES FUND					
02 1100	LOCAL PROPERTY TAXES	\$0.00	(\$4,163.90)	\$2,781,467.00	\$2,785,630.90	(0.15)
02 1100 001	LOCAL PROPERTY TAXES ADAMS COUNTY	\$6,379.04	\$70,793.64	\$0.00	(\$70,793.64)	0.00
02 1100 002	LOCAL PROPERTY TAXES HALL COUNTY	\$88,684.33	\$460,175.91	\$0.00	(\$460,175.91)	0.00
02 1100 003	LOCAL PROPERTY TAXES HAMILTON CO	\$8,747.27	\$52,730.89	\$0.00	(\$52,730.89)	0.00
02 1100 004	LOCAL PROPERTY TAXES CLAY COUNTY	\$9,348.25	\$86,788.69	\$0.00	(\$86,788.69)	0.00
1100	Local property tax	\$113,158.89	\$666,315.23	\$2,781,467.00	\$2,115,151.77	23.96
02 1115	CARLINE TAX	\$0.00	\$0.00	\$160.00	\$160.00	0.00
02 1115 001	CARLINE TAX ADAMS COUNTY	\$0.00	\$8.95	\$0.00	(\$8.95)	0.00
02 1115 003	CARLINE TAX HAMILTON COUNTY	\$0.00	\$13.97	\$0.00	(\$13.97)	0.00
02 1115 004	CARLINE TAX CLAY COUNTY	\$0.00	\$3.21	\$0.00	(\$3.21)	0.00
1115	CARLINE TAX	\$0.00	\$26.13	\$160.00	\$133.37	16.33
02 1510	INTEREST	\$347.43	\$3,848.40	\$2,000.00	(\$1,848.40)	192.42
1510	INTEREST on INVESTMENTS	\$347.43	\$3,848.40	\$2,000.00	(\$1,848.40)	192.42
02 1910	RENTAL OF SCHOOL FACILITIES	\$0.00	\$375.00	\$500.00	\$125.00	75.00
1910	RENTAL OF SCHOOL FACILITIES	\$0.00	\$375.00	\$500.00	\$125.00	75.00
02 3130	HOMESTEAD EXEMPTION	\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00
02 3130 001	HOMESTEAD EXEMPTION	\$48.46	\$144.90	\$0.00	(\$144.90)	0.00
02 3130 002	HOMESTEAD EXEMPTION	\$681.25	\$1,355.64	\$0.00	(\$1,355.64)	0.00
02 3130 003	HOMESTEAD EXEMPTION	\$107.80	\$323.40	\$0.00	(\$323.40)	0.00
02 3130 004	HOMESTEAD EXEMPTION CLAY CO	\$93.99	\$281.97	\$0.00	(\$281.97)	0.00
3130	HOMESTEAD EXEMPTION	\$931.50	\$2,105.91	\$4,600.00	\$2,494.09	45.78
02 3131	TAX CREDIT	\$0.00	\$0.00	\$33,000.00	\$33,000.00	0.00
02 3131 001	TAX CREDIT 001	\$29.44	\$3,052.14	\$0.00	(\$3,052.14)	0.00
02 3131 002	TAX CREDIT 002	\$0.00	\$16,434.31	\$0.00	(\$16,434.31)	0.00
02 3131 003	TAX CREDIT 003	\$0.00	\$3,195.56	\$0.00	(\$3,195.56)	0.00
02 3131 004	TAX CREDIT 004	\$0.00	\$8,588.08	\$0.00	(\$8,588.08)	0.00
3131	TAX CREDIT	\$29.44	\$31,270.09	\$33,000.00	\$1,729.91	94.76
02 3180	PRO-RATE MOTOR VEHICLE	\$0.00	\$0.00	\$2,400.00	\$2,400.00	0.00
02 3180 001	PRO-RATE MOTOR VEHICLE ADAMS CO	\$0.00	\$159.90	\$0.00	(\$159.90)	0.00
02 3180 002	PRO-RATE MOTOR VEHICLE HALL COUNTY	\$506.94	\$1,029.13	\$0.00	(\$1,029.13)	0.00
02 3180 003	PRO-RATE MOTOR VEHICLE HAMILTON CO	\$0.00	\$74.43	\$0.00	(\$74.43)	0.00
02 3180 004	PRO-RATE MOTOR VEHICLE CLAY COUNTY	\$0.00	\$76.86	\$0.00	(\$76.86)	0.00
3180	PRO-RATE MOTOR VEHICLE	\$506.94	\$1,340.32	\$2,400.00	\$1,059.68	55.85
02 3300	IN LIEU OF SCHOOL LAND TAX	\$0.00	\$0.00	\$57,300.00	\$57,300.00	0.00
3300	IN LIEU OF SCHOOL LAND TAX	\$0.00	\$0.00	\$57,300.00	\$57,300.00	0.00
02 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$2,116,968.00	\$0.00	(\$2,116,968.00)	0.00
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$2,116,968.00	\$0.00	(\$2,116,968.00)	0.00
02	BUILDING AND SITES FUND	\$114,974.20	\$2,822,249.08	\$2,881,427.00	\$59,177.92	97.95
03	DEPRECIATION FUND					
03 1510	INTEREST	\$20.13	\$424.98	\$300.00	(\$124.98)	141.66
1510	INTEREST on INVESTMENTS	\$20.13	\$424.98	\$300.00	(\$124.98)	141.66
03 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$158,702.18	\$135,302.00	(\$23,400.18)	117.29
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$158,702.18	\$135,302.00	(\$23,400.18)	117.29

Account Number	Account Description	CURRENT MONTH	YEAR TO DATE	BUDGET	BUDGET BALANCE	% OF BUDGET
03	DEPRECIATION FUND	\$20.13	\$159,127.16	\$135,602.00	(\$23,525.16)	117.35
04	EMPLOYEE BENEFIT FUND					
04 1510	INTEREST	\$4.66	\$52.55	\$100.00	\$47.45	52.55
1510	INTEREST on INVESTMENTS	\$4.66	\$52.55	\$100.00	\$47.45	52.55
04 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$30,340.58	\$30,164.00	(\$176.58)	100.59
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$30,340.58	\$30,164.00	(\$176.58)	100.59
04	EMPLOYEE BENEFIT FUND	\$4.66	\$30,393.13	\$30,264.00	(\$129.13)	100.43
07	STUDENT FEES FUND					
07 1510	INTEREST	\$0.00	\$1.42	\$100.00	\$98.58	1.42
1510	INTEREST on INVESTMENTS	\$0.00	\$1.42	\$100.00	\$98.58	1.42
07 1741	EXTRA CURR ACTIVITIES FEES	\$0.00	\$0.00	\$1,087.00	\$1,087.00	0.00
1741	EXTRA CURR ACTIVITIES FEES	\$0.00	\$0.00	\$1,087.00	\$1,087.00	0.00
07	STUDENT FEES FUND	\$0.00	\$1.42	\$1,187.00	\$1,185.58	0.12
08	QUALIFIED CAPITAL PURPOSE FUND					
08 1100	LOCAL PROPERTY TAXES	\$0.00	\$0.00	\$432,683.00	\$432,683.00	0.00
08 1100 001	LOCAL PROPERTY TAXES-ADAMS	\$1,728.75	\$18,545.96	\$0.00	(\$18,545.96)	0.00
08 1100 002	LOCAL PROPERTY TAXES-HALL	\$24,033.63	\$116,665.75	\$0.00	(\$116,665.75)	0.00
08 1100 003	LOCAL PROPERTY TAXES-HAMILTON	\$2,370.53	\$27,734.71	\$0.00	(\$27,734.71)	0.00
08 1100 004	LOCAL PROPERTY TAXES-CLAY	\$2,533.41	\$49,177.26	\$0.00	(\$49,177.26)	0.00
1100	Local property tax	\$30,666.32	\$211,123.68	\$432,683.00	\$221,559.32	48.79
08 1115	CARLINE TAX	\$0.00	\$0.00	\$50.00	\$50.00	0.00
08 1115 001	CARLINE TAX	\$0.00	\$2.02	\$0.00	(\$2.02)	0.00
08 1115 003	CARLINE TAX	\$0.00	\$3.15	\$0.00	(\$3.15)	0.00
08 1115 004	CARLINE TAX	\$0.00	\$14.22	\$0.00	(\$14.22)	0.00
1115	CARLINE TAX	\$0.00	\$19.39	\$50.00	\$30.61	38.78
08 1510	INTEREST	\$56.71	\$768.36	\$300.00	(\$468.36)	256.12
1510	INTEREST on INVESTMENTS	\$56.71	\$768.36	\$300.00	(\$468.36)	256.12
08 3130 001	HOMESTEAD EXEMPTION	\$13.13	\$34.86	\$0.00	(\$34.86)	0.00
08 3130 002	HOMESTEAD EXEMPTION	\$184.61	\$369.22	\$0.00	(\$369.22)	0.00
08 3130 003	HOMESTEAD EXEMPTION	\$29.22	\$58.44	\$0.00	(\$58.44)	0.00
08 3130 004	HOMESTEAD EXEMPTION	\$25.47	\$50.94	\$0.00	(\$50.94)	0.00
3130	HOMESTEAD EXEMPTION	\$252.43	\$513.46	\$0.00	(\$513.46)	0.00
08 3131 001	TAX CREDIT	\$7.98	\$704.40	\$0.00	(\$704.40)	0.00
08 3131 002	TAX CREDIT	\$0.00	\$4,579.37	\$0.00	(\$4,579.37)	0.00
08 3131 003	TAX CREDIT	\$0.00	\$895.87	\$0.00	(\$895.87)	0.00
08 3131 004	TAX CREDIT	\$0.00	\$2,353.11	\$0.00	(\$2,353.11)	0.00
3131	TAX CREDIT	\$7.98	\$8,532.75	\$0.00	(\$8,532.75)	0.00
08 3180	PRO-RATE MOTOR VEHICLE	\$0.00	\$0.00	\$600.00	\$600.00	0.00
08 3180 001	PRO-RATE MOTOR VEHICLE	\$0.00	\$11.45	\$0.00	(\$11.45)	0.00
08 3180 002	PRO-RATE MOTOR VEHICLE	\$137.38	\$212.40	\$0.00	(\$212.40)	0.00
08 3180 003	PRO-RATE MOTOR VEHICLE	\$0.00	\$44.52	\$0.00	(\$44.52)	0.00
08 3180 004	PRO-RATE MOTOR VEHICLE	\$0.00	\$30.79	\$0.00	(\$30.79)	0.00
3180	PRO-RATE MOTOR VEHICLE	\$137.38	\$299.16	\$600.00	\$300.84	49.86
08 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$315,345.30	\$0.00	(\$315,345.30)	0.00
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$315,345.30	\$0.00	(\$315,345.30)	0.00
08	QUALIFIED CAPITAL PURPOSE FUND	\$31,120.82	\$536,602.10	\$433,633.00	(\$102,969.10)	123.75
Grand Total:		\$1,128,708.71	\$10,156,718.86	\$10,117,942.00	(\$38,776.86)	100.38

## KPE timeframe

### Storage Facility- Where we are at.

1. DT BOE affirmed at the June 2019 meeting to use the Design-Bid-Build process for construction.
2. Bids were submitted by June 28, 2019 (they are present tonight)
3. On advice from school attorney, the bid process will be cancelled at this time to allow time to restart the process and allow KPE to provide drawings/plans for a better bid process.
4. Construction agreement details worked out with KPE (engineering and architect) and Perry Law Firm (school attorneys)
5. Agreement to be signed
6. Scope of Work from KPE presented as separate document
7. When finalized, KPE will produce Civil, Architectural, Structural, Mechanical, Electrical, Plumbing design for re-bid purpose
8. Re-Bid process will be started with approved KPE documents
9. Following re-bid process, KPE will provide design and coordination visits and subsequent reports on construction administration, change order review and cost verification.

The contract is for providing professional Architectural and Engineering services for the referenced project. The project is located in Doniphan, NE for the Doniphan-Trumbull Public School District and consists of a new pre-engineered Storage and Restroom facility, approximately 50' x 100'.

The detailed design services will be handled by KPE's design team of architects and engineers. Corey Hess, will be project manager for the project, responsible for project quality and scheduled delivery. Professional services will be provided according to the scope of work defined below.

## I. Scope of Work

1. Civil
  - a. Design site grading for proper site drainage.
  - b. Design site access including sidewalks and drive.
  - c. Layout and design of site utilities.
  - d. Design of septic tank and leach field.
2. Architectural
  - a. Design for new pre-engineered metal building.
  - b. Building shall contain storage and 2 restrooms.
  - c. Exterior façade design shall include materials selected to comply with City Ordinances.
3. Structural
  - a. Design concrete foundations and building pad for new pre-engineered metal building.
  - b. Foundations and building pad to consist of:
    - Concrete slabs-on-grade
    - CIP concrete stem walls and piers (if needed)
    - Shallow spread footings to frost depth (or minimum bearing)
4. Mechanical
  - a. Design new radiant heating system for restrooms and storage area.
  - b. Design exhaust and make-up air system for storage area as required.
  - c. Design separate stand-alone exhaust for restrooms.
5. Electrical
  - a. Coordinate with local utility for electrical service to the building.
  - b. Design power distribution system to support all electrical loads within the building.
  - c. Design branch circuits for Owner specified equipment.
    - Design is contingent upon timely receipt of owner equipment information.
  - d. Design interior and exterior building mounted lighting systems.
6. Plumbing
  - a. Design of new sanitary and domestic water distribution.
    - Two restrooms
    - Electric water cooler
    - Add floor drains/floor sinks as necessary for new layout.
7. The architectural construction documents shall be stamped by a Nebraska Licensed Architect.
8. The civil, structural, mechanical and electrical construction documents shall be stamped by a Nebraska Licensed Engineer.
9. Provide Bid Set of Drawings for owner to submit to city.
  - a. 22"X34" drawings.
  - b. Specifications to be included on drawing set
10. Site Visits / Meetings
  - a. Two (2) design and coordination visits / meetings.
11. Contract Administration / Construction Observation (CA/CO) including the following tasks:
  - a. Pre-Construction Meeting.

- b. Clarification and schematic documentation to contractors during bidding and construction.
- c. Four (4) site visits including subsequent reports for on-site Construction Administration.
- d. Change Order review and cost verification.
- e. Request for Payment review and certification processing.
- f. Punch List, including site visit.

## **II. Clarifications to Scope of Work**

1. Design of metal building provided by others for coordination with structural design of foundations
2. Design of Project alternates are additional services at KPE's standard hourly rates.
3. Additional Specification and Drawing reproduction at time and material costs.
4. All work shall be within 5 feet of the building perimeter.

## **III. Other Potentially Required Services (Not included in scope of work)**

1. Fire Suppression Design
2. Additional Site visits.
3. Additional meetings.
4. Permits and special plan review fees from local and state entities to authority having jurisdiction obtained and submitted by others and/or specified in the construction documents. Permit fees are to be paid by contractor.
5. Any potential utility fees associated with the project paid by others.
6. Special inspections required by local and state building codes. These inspections are usually third-party inspections which are paid for by the building owner.
7. Other services not identified in Scope of Work above.

## Doniphan-Trumbull Public Schools

Superintendent Report

Submitted: July 10, 2019

1. Calendar Updates:
  - a. June 4 Met with Big Brothers/Big Sisters
  - b. July 18: Meet with Drew Harris, new ESU9 administrator
  - c. July 29 (tentative) meet with ESU9 concerning planning for ReVISIONS grant
2. Summer Maintenance Projects
  - A. Kindergarten room has electrical, and fire suppressant reworked. TC ceilings is scheduled in mid July to finish the ceilings.
  - B. Hallway and classroom painting is progressing well. Deep cleaning of rooms is ahead of schedule.
  - C. Chiller Tower is built and should be shipped July 18. It will be installed after that time.
  - D. Gym floor refinishing July 22 (Hart Floors)
  - E. Additional gym lights work week of July 8.
3. Budgeting process: Supply orders for 2019-20 have been approved and are being made. I am working of the budget. At the end of August we should have a special meeting to finalize any bills and hold a budget workshop.
4. Update of storage facility and Meyer building discussion during agenda time.
5. Personnel:

We have advertised for 2 custodial, a para and cook position to fill in August.
6. Attached is NDE accreditation certificate for 2019-20 school year.
7. Update Area Membership Meetings Wed. Aug. 28 to Kearney or Wed. Sept. 4 to York
8. I'm setting up a time to meet with Rob Kahl of Kahl Heating and Air Conditioning and a representative from CMI (Control Management Inc.) to look at our HVAC system and discuss costs and process to switch our existing system from Trane to CMI/Kahl.
9. In April, D-T was part of a grant with 3 other schools (Adams Central, Kenesaw, and Harvard) for CTE. This came out of our ReVISION meetings last year. We were notified that our cooperative grant was accepted. This will be for a collective \$200,000 for the next 3 years.





# Certificate of Accreditation

The Nebraska Department of Education

Recognizes

**Doniphan-Trumbull Public Schools**

AS AN ACCREDITED SCHOOL  
FOR THE SCHOOL YEAR 2019-2020

BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

A handwritten signature in black ink, appearing to read "Matthew L. Blomstedt".

Matthew L. Blomstedt, Ph.D.  
Commissioner of Education

A handwritten signature in black ink, appearing to read "Deborah A. Frison".

Deborah A. Frison, Ed.D.  
Deputy Commissioner of Education

**TEACHER'S CONTRACT**

THIS CONTRACT is made by and between Doniphan-Trumbull Public School District No. 40-0126, (also known as **Doniphan-Trumbull Public School** and referred to herein as the "District"), and Julie Hendricks a legally qualified teacher (referred to here as "Teacher").

WITNESSETH: The Board of Education of the District agrees to employ the Teacher above named in the schools of the District for a school year, which shall begin on or about Aug. 9, 2019, and shall consist of 195 days of service. The Teacher agrees to accept such employment at a salary of \$52,583, and under the following conditions. Index: BA+18 Years of Experience: step 8

**FIRST:** Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20th day of September, 2019, and the remaining installments shall be payable on the 20th day of each month thereafter.

**SECOND:** Teacher agrees to be governed by the policies, regulations of the Board of Education and the directives of the Administration. Teacher's duties are subject to assignment by the Superintendent of Schools. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and the Teacher or a duly authorized bargaining agent for the Teacher.

**FOURTH:** This contract may be canceled or amended by a majority of the members of the school board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions of this contract; (c) for any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; or (i) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

**FIFTH:** Upon termination of this contract for just cause, or upon the release of Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service set forth in. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

**SIXTH:** There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the District; and the Board shall fix the time at which the resignation is to take effect.

**SEVENTH:** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to Withholding Tax, Social Security and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract.

**EIGHTH:** The Teacher hereby affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract, he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the Teacher's Certificate, as herein listed, is registered in the office of the County Superintendent of Schools in this county and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

**NINTH:** The wages set forth in this agreement shall be subject to such wage adjustment as may, from time to time, be agreed upon by the Board and the Teacher or a duly authorized bargaining agent for the Teacher.

**TENTH:** The Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before July 1, 2019 shall constitute a rejection by the Teacher of this offer of employment.

**ELEVENTH:** Other Contract Terms:

Executed \_\_\_\_\_, 2019.

  
\_\_\_\_\_  
Teacher

Executed \_\_\_\_\_, 2019.

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

Board President

\_\_\_\_\_

Board Vice-President

Internal Board Policies

Conflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:

- a. He or she does not abuse his or her official position (for this purpose, “abuse” means employing an immediate family member: who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
- b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
- c. The Board of Education approves the employment or supervisory position.

2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:

- a. Without first having made a reasonable solicitation and consideration of applications for such employment.
- b. Who is not qualified for and able to perform the duties of the position.
- c. For any unreasonably high salary.
- d. Who is not required to perform the duties of the position.

3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.

5. A member of the Board of Education may not be engaged in a contract to teach with the Doniphan-Trumbull Public School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

Legal Reference: Neb. Rev. Stat. §§ 49-1499.04; '49-1499.05; 79-544; and 79-818

Date of Revision: July 14, 2014

## Changes to the 2019-2020 handbook

### Pg 5. Changes –

- Chris Sullivan, Secretary
- Zach VanDiest, Treasurer
- Stephanie Roach, Member
- John Schultz, Member
- Removed Randy Sadd as a Board Member

- Added Stan Hendricks as Supt, removing Kirk Russell

### Pg 7 Changes –

- Removed Steve Hartman as a teacher
- Added Erik Ausk

### Pg 9 Changes –

- Removed 2018-2019 School Calendar
- Added 2019-2020 School Calendar

### Pg 32 Changes -

- Moved Speech from Soph year to Fresh year
- Moved Personal Finance from Fresh year to either Jr or Sr year
- Added Intro to Business as an option for Fresh Vocational classes
- Removed PE as a Fresh requirement
- Added Language Arts Skills as an English option as a Jr
- Added Vocational English and College English as options for Sr
- Removed reference to GoEdustar in Online SIS

### Pg 33 Changes -

Added a policy for JH Promotion to clarify questions and have something in writing regarding how we handle students that do not pass a core area in JH. The handbook leaves it complete up to the discretion of the Principal with input from teachers. I wanted to clarify what we do, why, and how we are going to make the decision to promote at the JH level.

“In the case of junior high promotion, students will be required to successfully pass 40 credits of core courses (Math, Science, English, and Social Studies). JH students will be provided with alternative opportunities for students that failed core course, which may include summer school in order to complete promotion requirements.

### Pg 123 Changes –

Rephrased the consent to perform random drug testing to say once a student enters the program, they are a part of it until they graduate, change schools, or withdraw from the program. This saves a lot of paperwork and reduces the number of kids to track down and collect paperwork from. Therefore reducing our chances of missing a student.

### Pg 127 and 129 Changes –

- Adjusted the school year to 2019-2020

# STUDENT - PARENT HANDBOOK OF DONIPHAN-TRUMBULL PUBLIC SCHOOL

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**Doniphan-Trumbull Public School Parent-Student Handbook  
2019-2020 School Year**

**Foreword**

**Section 1 Intent of Handbook**

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

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

**Section 2 Members of the Board of Education**

Doniphan-Trumbull Public School	Contact Information
Craig Vincent, President	cvincent@dtcardinals.org
Brent Rainforth, Vice President	brainforth@esu9.org
Chris Sullivan, Secretary	csullivan@esu9.org
Zach VanDiest, Treasurer	zvandiest@dtcardinals.org
Stephanie Roach, Member	sroach@dtcardinals.org
John Schultz, Member	jschultz@dtcardinals.org

**Section 3 District Personnel**

Stan Hendricks	Superintendent	402-845-2282
Shawna Williams	Administrative Assistant	402-845-2282
Gretchen Beck	Administrative Assistant	402-845-2282
Jason Lavaley	Secondary Principal	402-845-6531

Vickie White	Secondary Secretary	402-845-6531
Rodney Engel	Elementary Principal	402-845-2730
Nancy Niles	Special Education Director	402-845-2730
Korrie Heller	Elementary Secretary	402-845-2730

**Section 4 Doniphan-Trumbull Elementary & Secondary Staff**

Name	Building	Position
Cecilee Huelsnitz	Elementary	Preschool Teacher
Kristi Gehle	Elementary	Preschool Teacher
Glenda Gant	Elementary	Kindergarten
Trisha Shafer	Elementary	Kindergarten
Brynn Barnett	Elementary	1st Grade
Nicole Hollister	Elementary	1st Grade
Lisa Happold	Elementary	2 <sup>nd</sup> Grade
Bethany Hoffman	Elementary	2 <sup>nd</sup> Grade
Bailey Tingelhoff	Elementary	3 <sup>rd</sup> Grade
Ginny Rainforth	Elementary	3 <sup>rd</sup> Grade
Debra Hartman	Elementary	4 <sup>th</sup> Grade
Jamie Hoagland	Elementary	4 <sup>th</sup> Grade
Kendra Stratton	Elementary	5th Grade
Scott Schultz	Elementary	5th Grade
Gina Heath	Elementary	6th Grade
Bethany Vonsprecksen	Elementary	6th Grade
Mindy Breckner	Elementary	Elem Counselor
Lori Rainforth	Elementary	Title I
Jerry Carraway	Elementary	Elem PE
Stacey McCarty	Elementary/HS	K-12 Art
Jess Watson	Elementary/HS	K-12 Instrumental

Deb Scheel & Pam Ahlman	Elementary/HS	K-12 Vocal Music
Julie Starman	Elementary/HS	K-12 Special Education
Jana Kramer	Elementary/HS	K-12 Speech/Language
Joan Martin	Elementary/HS	K-12 Special Education
Sandy Mazour	Elementary/HS	5-12 Special Education
Julie Hendricks	Elementary/HS	K-12 Media Specialist
Adam Pfeifer	Elementary	K-6 Special Education
Jeffrey Keasling	Elementary	K-6 Special Education
Julie Samuelson	Elementary/HS	School Psychologist
Kellie Armes	JR/HS	FCS
Erik Ausk	JR/HS	7-12 Social Studies
Jordan Binfield	JR/HS	7-12 Science
Drew Bivens	JR/HS	Math
Brent Breckner	JR/HS	7-12 PE/AD
Jordan Conner	JR/HS	Alternative Education
Ben Gehring	JR/HS	Science
Caleb Goeken	JR/HS	7-12 Math
Megan Hatt	JR/HS	7-12 Special Education
Dave Johnson	JR/HS	Agriculture
Tyler Mogilefsky	JR	7-8 Science & SS
Elizabeth Reich	JR/HS	Spanish
Gail Saathoff	JR/HS	7-8 Reading/English
Trevor Sedlacek	JR/HS	7-12 Social Studies
Nikki Sjuts	JR/HS	7-12 Counselor
Andrea Turner	JR/HS	7-12 Reading/English
Joy Utecht	JR/HS	7-12 English
	District	Bus Driver
	District	Cook

Teana Rainforth	District	Cafeteria Manager
Tracy Happold	Elem/HS	Para-educator
Garret Bunde	District	Maintenance
	District	Bus Driver
Dee Hollister	District	Bus Driver
John Killion	District	Custodian
Ruth Lewis	JR/HS	Para-educator
	JR/HS	Para-educator
John Groshans	District	Custodian
	District	Cook
Monique Nelson	District	Bus Driver
Patty Anderson	District	Cook
Cindy Pfeil	Elementary	Para-educator
Diane Provost	District	Technology Specialist
Misty Anderson	Elem/HS	Library Para-educator
Stephanie Roach	Elementary	Para-educator
Robert Samuelson	Elem/HS	Para-educator
Sam Schleicher	District	Custodian/Custodial Dir.
Angie Shafer	Elementary	Preschool Para-educator
Julie Starman	District	Elem Para/Bus Driver
Dawn Stock	District	TeamMates
Wendy Toben	District	Bus Driver
Lisa King	Elementary	Para-educator
Glen Zeckser	District	Maintenance/Custodian
Haley Grizzle	District	Occupational Therapy
Karen McIntyre	District	Physical Therapy
Liesel Hogan	District	Counselor



**Section 5      School Calendar**

<b>Breakfast/Lunch Prices</b>	<b>2019-2020</b>
<b>Breakfast</b>	<b>\$1.55</b>
<b>K-6 Lunch</b>	<b>\$2.50</b>
<b>7-12 Lunch</b>	<b>\$2.80</b>
<b>Adult Lunch</b>	<b>\$3.65</b>

## **Article 1 – Mission, Vision, and Goals**

### **Section 1 Doniphan-Trumbull Public School Mission and Vision Statements**

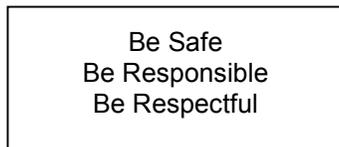
Doniphan-Trumbull Public School is committed to actions that embrace progressive opportunities, advanced achievement, genuine respect, and personal integrity through active community partnerships.

### **Section 2 School Improvement Goal**

The goal of Doniphan-Trumbull Public School is to develop PK-12 systems for teaching & learning to improve student performance.

### **Section 3 Mutual Respect**

Doniphan-Trumbull Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.



### **Section 4 Communication Channels (BP 301.04)**

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the principal on questions and concerns.

Policies referenced at the end of this page shall serve as guidelines for additional resolution of conflicts. It shall first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

## Article 2 - School Day

### Section 1 Daily Schedule

7:45 AM School Personnel on duty  
 8:10 AM School Begins  
 3:35 PM K-6 Dismissal  
 3:41 PM 7-12 Dismissal  
 3:45 PM School Personnel off duty

### Preschool

9:00 AM Preschool Begins  
 12:00 PM Lunch (12-12:30 PM)  
 1:15 PM Preschool Dismissal

### Lunch Schedules

12:00-12:20 Kindergarten, 1st Grade, 5th Grade & 6th Grade  
 11:00-11:20 2<sup>nd</sup> Grade, 3rd Grade & 4<sup>th</sup> Grade  
 11:30-11:54 1st Jr. High/HS Lunch  
 12:47-1:11 2nd Jr. High/HS Lunch

### Jr. High/HS Class Periods

Monday-Thursday		Friday	
8:10-8:57	Period 1	8:10-8:47	Period 1
9:00-9:47	Period 2	8:50-9:27	Period 2
9:50-10:37	Period 3	9:30-10:07	Period 3
10:40-11:27	Period 4	10:10-10:47	Period 4
11:30-11:54	9/10/11/12 MAP	10:50-11:27	Period 5
	7/8 LUNCH	11:30-11:57	9/10/11/12 MAP
11:57-12:44	Period 5		7/8 LUNCH
12:47-1:11	7/8 MAP	12:00-12:37	Period 6
	9/10/11/12 LUNCH	12:40-1:07	7/8 MAP
1:14-2:01	Period 6		9/10/11/12 LUNCH
2:04-2:51	Period 7	1:10-1:47	Period 7
2:54-3:41	Period 8	1:50-2:27	Period 8
1:30 Dismissal		10:00 Start	
8:10-8:39	Period 1	10:00-10:30	Period 1
8:42-9:11	Period 2	10:33-11:03	Period 2
9:14-9:43	Period 3	11:06-11:36	Period 3
9:46-10:15	Period 4	11:39-12:06	9/10/11/12 MAP
10:18-10:47	Period 5		7/8 LUNCH
10:50-11:19	Period 6	12:09-12:42	Period 4
11:22-11:51	9/10/11/12 MAP	12:45-1:12	7/8 MAP
	7/8 LUNCH		9/10/11/12 LUNCH
11:54-12:23	Period 7	1:15-1:49	Period 5
12:26-12:55	7/8 MAP	1:52-2:26	Period 6
	9/10/11/12 LUNCH	2:29-3:03	Period 7
12:58-1:27	Period 8	3:06-3:40	Period 8

Doniphan-Trumbull office hours, during the school year, are 7:45 AM to 4:00 PM.

## **Section 2 Shortened Schedules**

Due to staff development and holiday schedules, there are days throughout the school year when students will be dismissed on a shortened schedule or days when students will not be in attendance at all. Buses will run accordingly on a shortened school day schedule.

## **Section 3 Severe Weather and School Cancellations**

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

### **SCHOOL CLOSING NOTICES**

When it becomes necessary to close school, notices will be given through Weather Threat on local media outlets. Furthermore, automated phone calls will be sent to the phone numbers that the school has obtained from parents via the school automated system. Please keep the school informed of changes in your phone number, as this system will also be used in emergencies. Please do not call the school or school personnel when there is a possibility of a school closing. School phones will be needed to contact bus drivers, teachers, and the news media. School closing information can be found on the following stations: KOLN/KGIN TV (Channel 10/11), KHAS/TV (Channel 5), NTV (Channel 13), and KLKN/TV (Channel 8) and radio stations KSYZ (Grand Island), KRGI (Grand Island), KHAS (Hastings), KICS (Hastings), KQKY (Kearney), KKPR/KXPB (Kearney) and KROA (Doniphan). An ALL CALL will go out to inform students, parents and staff of any school closing.

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

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

What Not To Do. Parents are encouraged not to attempt to come to school during a tornado warning. Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as

required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Emergency Closing Procedures. Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

#### **Section 4 Open-Closed Campus**

All students are required to remain on campus during the school day.

#### **OFF CAMPUS LUNCH RELEASE**

Juniors and Seniors have off-campus lunch release and are allowed to leave campus during their scheduled lunch. Students who have Lunch Release will be required to go the lunchroom, leave the building or sit at a table provided in the commons area. Other exceptions will be made for those students who walk and eat lunch at home. Students walking to lunch must leave the building or report to the lunchroom. Written permission from parents or guardians is required before students are allowed to leave the campus for lunch. Students who leave the campus during their scheduled lunch without permission will be subject to disciplinary action. Students returning late from off-campus lunch release will be subject to disciplinary action.

Student must be in the lunchroom unless they have been given permission to leave the lunchroom.

**Students will not be allowed to eat lunch in classrooms, the library, or the commons area without advanced permission and administrative approval.**

#### **OPEN PERIOD RELEASE**

Senior students have off-campus privileges and may leave campus during their open periods, but must obtain school and parent permission prior to leaving. Off-campus privileges can be revoked by school administration for disciplinary and academic reasons. Students must sign in at the office when arriving at or leaving the school for release. **Senior students who are failing a course will lose this privilege and will report to the office during their open period until they bring their grade up to passing.**

## **Section 5 Supervision Responsibility Before/After School**

### **Arrival At School/Dismissal From School**

Students are expected to arrive at school no more than **15 to 20 minutes** prior to the first class or school program in which they are participating (**not before 7:45 AM**). Prior to that time, the school is not responsible for supervision of the students. Students will be admitted to the school building at 7:45 AM. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. High school students are to enter and proceed to the jr. high/high school commons area. Elementary students are to enter in door 5 (west gym entrance) and sit in designated areas in the west gym.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. Elementary students must have a written note from a parent if their daily routine changes. Students will not be permitted to call home at the end of the day to attempt to change previously scheduled plans or normal end-of-day routines (ex. Asking if students can come home with them or if they can go to someone else's home). The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### **Dropping Off/Picking Up Students**

All students who are being transported to and from school in a vehicle should be dropped off or picked up on the south side of the building. Do not drive in the bus lane north of the building. Please do not double park in the middle of the street or drop off/pick up lanes. Children walking to school are to use crosswalks when crossing the street.

If your plans change for your child on where they are to go after school, please send a note to school or call the office before 2:45 PM the day of the change. If a note or call is not received, your child will be instructed to follow the regular plan/format/schedule.

### **Signing A Child In And Out Of School**

All elementary students' Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. Secondary students are required to sign in and out of school at the office. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

### **Supervision at Dismissal**

Parents or guardians of children attending Doniphan-Trumbull Public School, where the child does not use district-provided transportation after dismissal, may request the school not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. Parents or guardians requesting their children only are released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Elementary students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

## **Section 6 Additional Information**

### **Address Changes**

In the interest of students, it is critical that the school be able to contact parents/guardians at any time the child is at school or absent from school. Therefore, it is essential that the school have, on file, parents'/guardians' current address and home and business telephone numbers. Emergency contacts with telephone numbers are needed in case a parent cannot be reached. If parents/guardians move or change jobs, they should contact the school immediately to update this important information.

### **Soliciting**

Doniphan-Trumbull Public School staff strongly support student organizations and their efforts. Students are not allowed to sell or take orders, deliver orders, or collect funds related to fund-raisers during the school day. This can be done outside of the school and the school day.

### **School Supplies**

A recommended supply list is available for students in the elementary office. If an item is not listed or specifically requested by your child's teacher, the item is not needed at school. Students are not allowed to bring toys to school unless they have permission from the classroom teacher and/or principal.

### **School Pictures**

Information/ordering packets will be sent home as soon as the school receives the informational packets from the picture company. Re-takes will be offered for those who miss the original picture date or need retakes. This date will be determined at a later date.

### **Birthday Treats, Gifts & Party Invitations**

In celebration of a student's birthday many parents/guardians provide treats for the student and his/her classmates. This practice is not mandatory and it is the choice of the parent/guardian. **ALL treats should be restricted to commercially pre-packaged items that require no food handling**

**or purchased from a licensed food facility such as a grocery store or bakery with a prepared list of ingredients for the treats included. All items must be on the SMART Snack list for school provided by the USDA.** Some of our students have dietary concerns that require careful consideration of food consumption. Parents who wish to provide treats for parties/birthdays MUST adhere to this policy concerning food items. Parents should inform the teacher prior to sending treats. Any treats not meeting the above guidelines will not be handed out at school. Birthday celebrations will be held after 3 PM or with a minimal amount of lost instructional time.

Students will not exchange gifts at school with other students or staff. The school policy states that pupils and patrons should not in any way be encouraged to give personal gifts to school personnel. In lieu of individual gifts for staff members we would suggest a contribution of a book for your child's classroom or the library so all class members may enjoy your generosity.

Invitations for parties outside of the school day will not be distributed during the school day. Office and school personnel are not permitted to release student address information for the purpose of addressing party invitations.

#### **Classroom Parties (Elementary Only)**

Each class is allowed 3 holiday parties during the year: Fall, winter, and Valentine's Day. Parent volunteers usually provide refreshments (following the guidelines for treats-Smart Snacks & School Wellness Policy (see below)). Participation in parties is voluntary.

Doniphan-Trumbull Elementary staff and administration view classroom parties as a privilege. If a student does not have work completed or has demonstrated inappropriate behavior, the child may not be able to attend classroom parties. Students are expected to attend school on the day of the party and to complete any assigned or missing work. Students not in attendance will be marked as absent and will be expected to complete any missing or assigned work.

#### **Field Trips**

Doniphan-Trumbull Public School staff and administration view field trips as a privilege. If a student does not have work completed or has demonstrated inappropriate behavior, the child may not be able to attend a scheduled field trip. Students are expected to attend school on the day of the field trip and to complete any assigned or missing work. Students not in attendance will be marked as absent and will be expected to complete any missing or assigned work.

#### **Playground/Recess (Elementary Only)**

The school provides the items necessary for games and activities on the playground. Personal items will not be allowed on the playground. Should you wish for your child to stay indoors during recess, due to a medical condition, a written note to the office is required. For periods exceeding two days, a written doctor's excuse is required.

Recess will be held outside unless the weather warrants otherwise. During the winter months, students should bring/wear coats, hats, mittens and boots. The student does not have extra clothing for students. Students not appropriately dressed for the winter weather will not be permitted outside for their own health and safety.

### Gum/Candy

Gum and candy are a privilege and may be allowed during the school day with administrator permission and MUST meet the School Wellness Policy (see below).

### School Wellness Annual Notice

#### Doniphan-Trumbull Annual Notification of School Wellness Policy

A mission of Doniphan-Trumbull Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health.

##### **1. School Wellness Committee Committee Role and Membership**

The District worked within an existing school wellness committee, going forward plans call for meeting at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public.

##### ***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

##### **2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

##### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This wellness policy and the progress reports can be found at the District’s website. [www.dtcards.org](http://www.dtcards.org)

##### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent’s office and/or on the District’s computer network.

##### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will

make this information available via the District website and/or district-wide communications.

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy. The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

### ***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **3. Nutrition**

### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs in which the District participates.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition

professionals. These school nutrition personnel will refer to USDA’s Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### ***Competitive Foods and Beverages***

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>.

### ***Celebrations and Rewards***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children or other comparable resources](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students.

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum essential topics on healthy eating:

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all

students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. All elementary students in each grade will receive physical education throughout the school year. All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course.

### ***Recess (Elementary)***

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play. In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

### ***Before and After School Activities***

The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

### ***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools

- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

#### **4. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

##### ***Community Partnerships***

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

##### ***Community Health Promotion and Family Engagement***

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

##### ***Staff Wellness and Health Promotion***

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Date of Adoption: July, 2017

## Article 3 - Use of Building and Grounds

### Section 1 Visitors

***All visitors must check in at the Office, sign in, and wear a visitor's badge while visiting the school.*** Parents, guardians, or grandparents visiting a child while in the classroom must get prior approval from the classroom teacher and the principal with reasonable advanced notice (24 hours minimum). We ask that visitors do not stay for the entire day, as this can become a disruption in the classroom.

We want to welcome you to visit our school and we wish to make your visit meaningful. In order to help insure this, we ask that you call ahead and make arrangements to visit because there are times when the class may be on a field trip, involved in a practice for a music program, taking a test, or a substitute may be teaching. We encourage you to visit school any time after the first two weeks of school and before the last two weeks of school. Students that do not attend Doniphan-Trumbull Public School may not attend school during the instructional day or during lunch. Special circumstances may be approved by the building principal 24 hours in advance. **If you want to eat a hot lunch with your child, please notify the elementary office by 9:00 a.m. Parents/guardians and other guests are always welcome to eat breakfast or lunch with their child.**

We recommend that parents of kindergarten children wait three weeks before visiting. Parents should not bring preschool youngsters or infants to school for classroom events. If you would like to visit your child during the instructional day, you must make the request 24 hours in advance to the teacher and principal. Visitations to the classroom should not be for an entire day.

### Section 2 Smoke/Tobacco-Free Environment

The district is committed to provide a positive learning environment and promote healthy lifestyles among students and staff. School buildings and property are declared smoke-free and the use of all tobacco products (*including e-cigarettes & vapor cigarettes*) are prohibited within these facilities, grounds, and in all school vehicles.

### Section 3 Care of School Property

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

School-issued items that are stolen or damaged 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.

#### **Section 4      Lockers**

##### **STUDENT LOCKERS**

Lockers are the property of the school district and are on loan, without charge, for the student's use and convenience. School officials may search student lockers if they have belief, that there is cause, reasonable under the circumstance, that such lockers contain any item or substance which may be injurious to the health, welfare, safety or morals of the students or employees in the school, or which contain any items or substance which may constitute evidence of any kind of misconduct with respect to which the school officials, under these policies and regulations and the statutes of the State of Nebraska, may be authorized to take disciplinary action. The assignment of the locker is on a temporary basis and may be revoked at any time. Students may be assessed a fine for damage to lockers; therefore, students are not to display items which are obscene in nature, depict nudity, alcohol and tobacco products, nor any items which carry derogatory connotations, satanic symbols, hate messages, profanity, and/or sexual innuendos. Please do not place any peel off labels on your locker, individual posters or pictures or any materials that may ruin the paint surface, on the outside of your locker. Students are also responsible for the cleanliness inside and outside their locker. Students are encouraged to bring only a minimum amount of money to school or school activities.

**Do not leave valuables in unlocked lockers, dressing rooms, or classrooms.** The school is neither responsible nor liable for any losses of student property. Each student is responsible for the content and security of his/her locker. All lockers in the locker rooms will be issued a school padlock. Students are not to put their own locks on athletic or physical education lockers. The office will check out a lock to any high school student wanting to secure his/her locker. Junior High students will be issued a lock at the beginning of the school year. **DO NOT SHARE YOUR COMBINATION WITH ANYONE!!!** A charge of \$10.00 will be charged for locks that are not returned.

#### **Section 5      Search and Seizures**

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

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

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

#### **Section 6 Video & Audio Surveillance**

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

Notice is hereby given that video/audio surveillance may occur on District property and in school vehicles (buses, cars, vans, etc.). In the event a video/audio surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video

surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 7 Use of Telephone**

Students are not allowed to use or receive personal calls while at school. Students needing to use the phone must get prior permission from the principal's office and should be for emergencies only. Parents should contact the office if you need to speak to your child.

### **Section 8 Bicycles, Skateboards, Rip Sticks, Scooters etc....**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property. Skateboards and rip sticks cannot be ridden on school property.

### **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage. Student valuable items may be permitted but are not recommended: iPods, CD players, MP 3 players, electronic games, toys, trading cards, etc. Students are not allowed to bring toys to school without permission from their teacher (student of the week).

### **Section 10 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Items unclaimed at the end of the semester and school year will be donated to charitable organizations.

### **Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Section 12 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes when appropriate. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal or his/her designee. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 24 hours after the event.

## **Section 14 Copyright and Fair Use Policy**

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

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

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

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

Reference BP 602.2 REPRODUCTION OF COPYRIGHTED MATERIALS

## **Section 16 Automobiles and Parking**

Students are expected to park in the school parking lot during the school day. Students are expected to park in designated parking areas. Any students parking improperly will be required to move their vehicle and will be given a detention. Students must obey all traffic laws, posted signs and not exceed the speed limit of 5 M.P.H. in the school parking lot. Students are not to use the alley on the north side of the school. Students are to park their cars immediately upon arrival at school and not drive their vehicle during the school day without permission from parents and administration or prior approval for lunch release or work release. Students who disregard these policies are subject to disciplinary actions. All pupils driving or riding in vehicles to school shall

comply with school regulations for the operation of vehicles and parking of such vehicles on school property. Students shall not operate vehicles on, or in the vicinity of the school property, so as to cause disruption or damage to, or constitute a threat to the safety of persons or property. Students must exercise additional care when weather conditions create a slippery surface or vision problem. Random safety sweeps by administration and/law enforcement may be utilized throughout the school property including school parking lots. Please note the students are to make certain that their vehicles are free from prohibited items while parked on school property.

### **Section 17 Food & Drink regulations (Jr High/ High School)**

Energy drinks, and carbonated beverages are prohibited in classrooms. Water in a clear container and non-carbonated sports drinks are permitted in a container with a lid as determined by each building principal. The use of gum is up to the classroom teacher discretion. Students may have food in classrooms with teacher permission. All food, wrappers, bags, and other trash must be disposed of properly. Having food in classrooms is a privilege and can be revoked at anytime by staff of administration. No sunflower seeds. No food or drinks may be brought into the school building.

### **Section 18 Hall Passes and Media Center**

Students leaving the classroom will need to sign out on the DT Hall pass electronically and carry a pass with them. Students that go to the library may do so but also need a pass from the classroom that they are leaving. Students will not be allowed in the library during lunch or release periods without permission.

## **Article 4 – Attendance**

### **Section 1 Attendance Policy**

Regular and punctual student attendance is required by State Statute (79-201). The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.

Written notification will be mailed to parent/guardians following the 5<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup> absence of their child.

### **Section 2 Attendance and Absences**

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness, which causes a student to be absent from school.

- c. Doctor or dental appointment, which require student to be absent from school.
- d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
- e. School sponsored activities, which require students to be absent from school.
- f. Family trips in which student accompanies parent(s)/legal guardian(s).
- g. Other absences, which have received prior approval from the Principal.

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

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

#### THE LAW: COMPULSORY EDUCATION AND TRUANCY

The state mandates that students attend school from age 6 to age 18.

A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant. If a student's absence is unexcused, the student may not receive credit for any class work missed during the absence, and may be required to make up work and the time missed.

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days, report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the —Excessive Absenteeism and —Reporting Excessive Absenteeism sections of this Rule.

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have —excessive absences. Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

A. One or more meetings shall be held between the school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration. If the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism

problem. If the parent or guardian refuses to participate in such meeting, the principal shall place in the child's attendance records, documentation of such refusal.

B. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.

C. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.

D. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the excessive absenteeism problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

If a child is absent more than twenty (20) days per year or the hourly equivalent, the attendance officer or designee shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides.

#### Attendance Terms:

Excused absence is defined as an absence that has been approved by a parent or guardian, and the principal. Examples of an excused absence will be bona fide illness, doctor appointments, and funerals, etc. Excused absences do count toward the ten (10) class absences.

Unexcused absence is defined as an absence that has not been approved by a parent or guardian, and the principal.

School sponsored activities such as field trips, extracurricular activities, or athletic trips, etc. do not count towards the ten (10) classes absent. Seniors will be allowed one (1) college visit per semester that does not count towards the ten (10) class absences.

Zero-Credit Status is defined as a student who has been absent from a class eleven (11) or more times during the semester, and who will receive no credit for such a class unless he/she requests a review of credit. \*Note Request a Review for Credit Procedure.

Excessive Absenteeism is when a student accumulates twenty (20) or more absences per year or the hourly equivalent. A student who accumulates twenty (20) unexcused absences per year shall be deemed to be "habitually truant." If a student continues to be or becomes habitually truant, the principal will notify the county attorney as required by law.

### Reasons for a Parent or Student or Request of Credit Due to Absenteeism

If a parent and/or student feels that justifiable or extraordinary circumstances have contributed to the student exceeding the ten (10) absent limit, the parent and/or student may request a review of credit if one or more of the following conditions have been met: 1) the student's class work has been satisfactorily completed; 2) the student's attendance, subsequent to exceeding the ten (10) absences, has been satisfactory; 3) any absences for medical reasons have been verified by appropriate doctor's statement(s) and/or other credible documentation has been filed with the high school office.

### Request for a Review of Credit Reinstatement

- Parent/guardian, and student will be given written notice that the student has exceeded the ten (10) classes absent along with a Student Request for a Review for Credit form after the eleventh (11<sup>th</sup>) absence.
- The parent/guardian or student or both must request of a review for reinstating credit prior to the end of the semester.
- The recommendation by the teacher and principal to reinstate credit or not reinstate credit will be given in writing. If credit is not reinstated, the parents/guardians and/or student may request a review from the Attendance Review Committee. The action taken by the Attendance Review Committee is final.

### **Section 3      Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

### **Section 4      Attendance is Required to Participate in Activities**

On the day of a contest, performance, practice, or other activity, be in attendance for the last four periods of that day. A student who is not in attendance the last four periods of school is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved in advance by the Principal or Activities Director. Every attempt should be made to be in attendance the entire day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

## **Article 5 - Scholastic Achievement**

### **Section 1      Grading System**

The following grading scale applies to all classes 7-12. Letter grades are assigned for classes that meet the graduation requirements and grade promotion.

GRADE	PERCENTAGE	GPA
A+	97– 100%	
A	95 – 96%	4.0
A-	93 – 94%	
B+	90 – 92%	
B	88 – 89%	3.0
B-	86 – 87%	
C+	83– 85%	
C	80 – 82%	2.0
C-	78 – 79%	
D+	75 – 77%	
D	72 – 74%	1.0
D-	70 – 71%	
F	69% and below	0.0
I	Incomplete	

Grading is based on criteria identified in the syllabus of each course. The grade should reflect a measure of what you have learned or have accomplished during the course. Five school days after the end of a grading period will be allowed for removing a grade of incomplete. Grades will be figured on work completed after this time. No in-completes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter; any exceptions to this standard will be determined by school officials. Seniors must have all work completed by their last day of school, unless prior arrangements are made. Dual Credit and AP Classes will be indexed to help determine class rank if a student takes the college test, if they don't they will not receive the weighted grade.

### **GRADUATION REQUIREMENTS**

English	Speech	Science	Social Studies	Physical Education	Health	Math	IED or FCS	Personal Finance	Technology	Vocational Education	Electives	Total
40 Credit Hours	5 Credit Hours	30 (Biology Required)	40 Credit Hours	5 Credit Hours	5 Credit Hours	30 Credit Hours	5 Credit Hours	5 Credit Hours	5 Credit Hours	20 Credit Hours	60 Credit Hours	260 Credit Hours

**One semester is equivalent to 5 credit hours.**

**Freshman Requirements  
(8 classes required)**  
**English I**  
**Physical Science**

**Sophomore Requirements  
(8 classes required)**  
**English II**  
**Biology**

**Social Studies Elective**  
**Math**  
**Speech (1 Semester)**  
**Ag, FCS, or Bus (Pick 2 of 3)(1 Semester each)**  
**Elective (2)**  
**Information Technology (1 Semester)**

**Social Studies Elective**  
**Math**  
**Health/PE (1 Semester)**  
**Electives (3)**

**Junior Requirements**  
**(Juniors are required to take 8 classes)**  
**English III or LA Skills**  
**Science Elective**  
**American History from a Global Perspective**  
**Math**  
**Electives (4)**  
**Personal Finance (1 Semester) (Jr or Sr Year)**

**Senior Requirements**  
**(Seniors are required to take 7 classes for credit)**  
**English Elective**  
**American Government**  
**Electives (5-6)**  
**Personal Finance (1 Semester) (Jr or Sr Year)**

Students will receive letter or number grades depending on the grade level of the child. Each teacher will have grade level grading procedures to be used in their classes available upon request. Grading systems vary depending on the grade level of the student.

Online Student Information System (Infinite Campus). Parents may have access to their son or daughter's grades, class schedules, attendance records, and daily assignment grades via the Internet through Infinite Campus. Parents must register through the elementary office to get their login and password. Last years passwords will carry forward for the new year. Students may also gain access to Infinite Campus to check their own grades.

### **Advanced Placement, Dual Credit, Learning Center, and Tech Prep Classes**

Doniphan-Trumbull students are given the opportunity to achieve in classes that are academically rigorous to better prepare themselves for post-secondary opportunities and earn college credit while in high school. If you take an AP and/or Dual Credit class you will be graded on a weighted scale because of the rigor involved. If you take AP and/or Learning Center courses you will be required to demonstrate mastery by taking a semester-end exam at the students expense to receive college credit. Tech prep classes are free vocational credits applied directly to the college transcript upon completion of the articulated course with at least a "B" Average at Doniphan-Trumbull.

### **CORRESPONDENCE STUDY**

A student may request to take a course by correspondence study through the Independent High School at the University of Nebraska at Lincoln. A student is permitted to enroll in only one course at one time. The course must meet the approval of the Principal and Guidance Counselor:

- The student will be responsible for financing the course. The student will be reimbursed the cost after he/she has successfully completed the course with passing grade;
- The Superintendent or his designee will make the decision as to the responsibility for supervising the course;
- The student's work must move according to the suggested outline of study so that the course will be completed during a semester;
- Only under extraordinary circumstances will the student be allowed to take a correspondence course if offered in the Doniphan –Trumbull Public School.

## **EARLY ENTRY PROGRAMS**

The early entry programs allow juniors and seniors the opportunity to earn college credit through Hastings College, Hastings CCC, or Grand Island CCC. Requirements and responsibilities:

- Students are responsible for their own transportation to and from campus.
- Students are required to enroll in a minimum of four (4) classes at Doniphan-Trumbull High School.
- Students and/or parents are responsible for the tuition if college credit is awarded.
- If a student receives “dual credit”, the student must provide an official transcript with a raised seal demonstrating completion of a class.

### **Section 2 Promotion and Retention**

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

In the case of junior high promotion, students will be required to successfully pass 40 credits of core courses (math, science, english, and social studies). JH students will be provided with alternative opportunities for failed core courses which may include summer school in order to complete promotion requirements.

### **Section 3 Progress Reports**

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

### **Section 4 Report Cards**

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

### **Section 5 Parent-Teacher Conferences**

Parent-teacher conferences will be held during the 1<sup>st</sup> and 3<sup>rd</sup> Quarters. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

## **Article 6 - Support Services**

### **Section 1 Special Education Services**

### What Does Special Education Mean?

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

### Students Who May Benefit

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

### How are Students With Disabilities Identified?

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

### Independent Evaluation

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

### Reevaluation

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

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services 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 infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

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

#### More Information

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

#### **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 non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and

extracurricular activities offered by the school district.

10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.

11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.

12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.

13. File a local grievance in accordance with school policy.

14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

## **Section 2 Guidance Services**

Doniphan-Trumbull Public School employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

## **Section 3 Health Services**

### **Health Requirements**

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

### **Physical Examinations**

A printed or typewritten form signed by a licensed physician indicating that a physical examination was administered on a specific day within the previous six (6) month period on a specifically named individual is required before entrance into kindergarten and seventh (7<sup>th</sup>) grade. An exam is also required in the case of a student transferring from out of state to any grade of the local school.

Additionally, for those students entering kindergarten documentation of a physical examination must include vision and dental examinations. Although not encouraged, physicals may be waived for any reason. The forms can be obtained from the principal or school nurse.

### **Birth Certificates**

All students in Doniphan-Trumbull Public School system must have an official certified birth certificate on file in the guidance counselor's office.

### **Immunizations**

According to State law effective July 1, 2011, all students enrolled in school are required to have the following immunizations:

- **3 doses of DTaP, DTP, DT, Td vaccine, one given on or after the 4<sup>th</sup> birthday**
- **3 doses of Polio vaccine**
- **3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age**
- **2 doses MMR or MMRV vaccine given on or after 12 months of age separated by at least on month**
- **2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian or health care provider will be accepted. If the child has had the varicella disease, they do not need any varicella shots.**
- **Additionally, for 7<sup>th</sup> grade only, 1 dose of Tdap (must contain Pertusis booster)**

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

New students must present their immunization record prior to enrollment.

#### School Nurse

The school nurse is present at our building for approximately two (2) hours each day. Her major responsibilities include health screening and school health coordination. If there is any suspicion of a health concern, the parent/guardian will be notified.

#### Illness

If your child becomes ill during the school day and cannot continue your classes, he/she should ask permission to go to the office. They should not visit the nurses' office during a passing period. In addition, they should NOT leave the building until he/she first checks with the nurse.

#### Injuries

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

#### Communicable Diseases

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

- Reportable, preventable communicable diseases require verified diagnosis by a physician and his/her written permission for the student to return to school. These diseases include, but may not be limited to: diphtheria, measles, mumps, pertussis, polio, rubella and tetanus.
- Some contagious infections or infections require treatment. Students may return to school when signs and symptoms have decreased, are absent, and/or return to school is permitted, in writing, by the physician. These diseases include but may not be limited to: chicken pox (varicella), CMV

(cytomegalovirus), mononucleosis, influenza (flu), parvovirus B19 (Fifth disease), hepatitis and tuberculosis.

- Other contagious infections or infestations require treatment. Students may return to school 24-48 hours after verified treatment has been started and/or when return is permitted in writing by the physician. These diseases include but may not be limited to: pink eye, head lice, impetigo, intestinal worms, ringworm, scabies, scarlet fever and/or other strep infections.
  - Because head lice are so easily spread from one child to another, children with head lice (or eggs, often referred to as “nits”) cannot remain at school. Your child will not be allowed to return to school until proof of treatment is provided and all evidence of infestation is gone.

The superintendent and staff shall insure that there is no release of information regarding students with any contagious infections that violate Nebraska statutes or school district policy concerning confidentiality of student records.

### **Medication at School**

All medication/pills whether they are prescription or over the counter preparations must be held and administered by the school nurse or trained office staff. Students are not to keep medication in their locker unless permission has been granted by the school nurse or principal (ie: inhaler). The reason for this is the chance of a lost substance resulting in a student finding and taking it and being harmed by doing so.

### **Prescription Medicines**

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

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

\*Students in Doniphan-Trumbull Public School with the diagnosis of diabetes may carry glucose sources for self-treatment, again with authorization coordinated by the school nurse with parent/guardian and physician consents.

### **Over the counter Medicines**

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

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

### Action Plans

Those students with medical conditions that need to be reported to the school should have an action plan for that condition completed by parent/guardian as well as physician and filed in the nurse's office. Examples of such action plans are listed below:

- Students Requiring Special Meals because of food allergies
- Diabetic Action Plan
- Seizure Action Plan
- Anaphylaxis Action Plan (Severe Allergies)
- Asthma Action Plan

It is very important to have such medical information concerning your child in case of an emergency situation. The forms can be obtained from the principal or school nurse.

### Health Screening

Students of the Doniphan-Trumbull Public School will be given a screening exam of their vision, hearing, teeth and back based on the screening guidelines of that professional medical field. The school nurse may reexamine students with borderline results at a later date. Notes will be sent home with those students who at the time of examination and/or reexamination appear to need further evaluation. It should be understood that these notes are *only a suggestion* to a parent that a problem may exist. What the parent has done about the child's health or what they intend to do about it is of no concern to the school unless the condition affects the student's ability to complete his/her schoolwork.

### Medical Emergency Protocol

#### Attack on Asthma-Asthma & Anaphylaxis-Overview

#### Rule 59 Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions

As required by law (Rule 59), Doniphan-Trumbull Public School has an emergency protocol which includes the administration of medication (epinephrine by injection and albuterol by inhalation) in the event of *life threatening* asthma or allergic reaction. The protocol is administered by trained personnel. In every emergency, efforts are made to contact parents/guardians immediately. So, it is important to make sure contact information is kept up to date in your child's school office. Please contact the school nurse or Doniphan-Trumbull Public School for more information about the emergency protocol.

#### Asthma/Anaphylaxis Emergency Response Team

**Protocol:** Emergency response to life-threatening asthma or systemic allergic reactions (anaphylaxis)

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

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

**Life-Threatening Asthma Symptoms:** Any of the symptoms may occur.

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

**Anaphylactic Symptoms of Body System:** Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

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

**Emergency Protocol:**

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

**Standing Orders for Response to Life-threatening Asthma or Anaphylaxis:**

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

Although not encouraged, you may waiver the protocol for response to life-threatening asthma or systemic allergic reactions (anaphylaxis). The forms are located in principal or nurse’s office.

**Section 4 Transportation Services**

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

### **Behavior on School Buses**

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

### **II. Special Conduct Rules for Riding School Buses.**

#### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

#### **B. Rules on the Bus**

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

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

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

**Video/Audio Surveillance Cameras:** Video/Audio surveillance cameras may be operating on school buses at any time. Students' pictures and conversations may be recorded. Surveillance tapes are considered confidential student records and, as such, are for use by district staff and will not be released to third parties except as provided by Nebraska Statutes.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools.**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2 Education and Prevention.**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol, vaporizing pens, bongs, cigarette paper and/or paraphernalia (miscellaneous items needed or commonly used for drug use) on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. Through various classes/courses/programs, students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the counselor. In the event of disciplinary proceedings against a student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools--Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the district of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.**

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

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

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The district does not have the authority or responsibility to make medical or health determinations

regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

## **Article 8 - Student Conduct Rules**

### **Section 1 Student Conduct Rules**

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

### **Doniphan-Trumbull Public School**

It is the expectation that all Doniphan-Trumbull students will show respect for self and others by following the DTPS expectations:

Be Safe  
Be Responsible  
Be Respectful

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

Doniphan-Trumbull Public School's discipline is guided by the following beliefs:

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

Extracurricular activities including athletics, cheer-leading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extra-curricular 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.

The Faculty and Administration have incorporated district-wide expectations for all students at Doniphan-Trumbull Public School in an effort to provide a safe, responsible and respectful learning environment. The purpose of the expectations is to lower the level of tolerance for unacceptable behavior at the school in order to provide a positive and safe learning climate for all students and staff.

## **Section 2 DT I CARE (Positive Behavioral Support System)**

A Positive Behavioral Support Plan is a school-wide system of support for defining, teaching and supporting appropriate student behavior through a proactive approach. This proactive approach to supporting appropriate behaviors creates a positive school environment for all students and staff. Through the development of a systems approach the school will have a continuum of positive behavior support for all students in both classroom and non-classroom settings. This support will include the teaching of desirable character qualities including social/emotional skills and performance values.

### **Systems approach to character education (teaching of social skills, emotional skills and performance values):**

Character education includes understanding, caring about, and acting upon social/emotional skills and performance values. Character development helps develop cognitive, emotional and behavioral dispositions (thinking, feeling and doing) required to do the right thing and do one's best work. Students learn to care about core values by developing skills, forming caring relationships, developing strong work habits, taking on responsibilities, and creating a sense of community.

### **Doniphan-Trumbull Expectations:**

- Be Safe
- Be Responsible
- Be Respectful

### **DT I CARE**

- I - Integrity
  
- C - Commitment to Excellence
- A - Attitude
- R - Responsibility
- E - Enthusiasm for Learning

### **Section 3 Acknowledgment System**

The acknowledgement system is a feature of the DT I CARE program. The program focuses on acknowledging students who demonstrate positive behaviors throughout the year. This program works in conjunction with the school handbook.

#### **Specific positive verbal & written feedback**

When you observe students meeting district expectations, using social and/or emotional skills learned, and/or going above and beyond expectations staff can acknowledge them by giving specific positive verbal feedback such as:

- o “That was so helpful the way you held the door open for your classmates.”
- o “Thank you for walking with your hands and feet to yourself.”

or written feedback that includes:

- Positive notes home
- Positive referral DT I CARE ticket
- Positive referral DT I CARE Referral Form
- Call home to parents with positive feedback

#### **DT I CARE Tickets**

Acknowledge students who are exhibiting positive behaviors by giving them specific positive feedback along with a DT I CARE ticket. Students will write their name on the back and turn the ticket in to the office for a special drawing.

#### **Special Drawings**

Each time a student has completed a DT I CARE ticket or positive referral form; the student’s name is put in for a special drawing. Drawings will take place multiple times throughout the year. Prizes have been purchased and donated to the DT I CARE program.

Rodney Engel  
K-6 Principal  
[rengel@dtcardinals.org](mailto:rengel@dtcardinals.org)  
402-845-2730

Jason Lavaley  
7-12 Principal  
[jlavaley@dtcardinals.org](mailto:jlavaley@dtcardinals.org)  
402-845-6531

Nancy Niles  
Special Education Director  
[nniles@dtcardinals.org](mailto:nniles@dtcardinals.org)  
402-845-2730

### **Section 4 Statement of Individual Respect and Policy against Bullying and Harassment**

**Anti-Bullying Policy:** One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

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

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

designee, or at school-sponsored activities or school-sponsored athletic events.

To Report Bullying go to: <http://www.dtcardsinals.org/vnews/display.v/SEC/Student%20Safety> or call your designated principal.

Harassment of employees, students, volunteers or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district. Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: • submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in school programs or activities; • submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment or education; or • such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment. Sexual harassment as set out above, may include, but is not limited to the following: • verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions; • pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; • unwelcome touching; • unwelcome and offensive public sexual display of affection; • suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc. Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when: Doniphan-Trumbull Public School BP 404.06 Page 2 of 3 • submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities or employment; • submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or • such conduct has the purpose or effect of unreasonably interfering with an individual's performance or • creating an intimidating, offensive or hostile learning or work environment. Harassment as set forth above may include, but is not limited to the following: • verbal, physical or written harassment or abuse; • repeated remarks of a demeaning nature; • implied or explicit threats concerning one's grades, achievements, etc.; • demeaning jokes, stories, or activities directed at an individual. Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the investigator for harassment complaints. However, claims regarding harassment may also be reported to the alternate investigator for harassment complaints. Upon receiving a complaint, the investigator shall confer with the

complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process. No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes. It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent or superintendent's designee shall also be responsible for organizing training programs to educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee. Doniphan-Trumbull Public

School BP 404.06 Page 3 of 3 Legal Reference: 42 U.S.C. §§ 2000e et seq. (1994). 29 C.F.R. Pt. 1604.11 (1996). Cross Reference: 103 Equal Educational Opportunity 402.01 Equal Opportunity Employment 402.05 Employee Grievances 403.03 Abuse of Students by School District Employees 405 Employee Conduct and Appearance 504.18 Harassment By Students 505 Student Discipline

To make a report go to: <http://www.dtcards.org/vnews/display.v/SEC/Student%20Safety> or call your designated principal.

## **Section 5 Student Discipline**

Student discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

The severity of the consequence will be dependent upon the severity of the behavior and the number of incidents that are reoccurring. Positive behavior that deserves acknowledgement may

also be communicated to the student by the teacher or administrator by various means of communications. The information reported by the administrator or teacher will be entered in the student's record on the district's student management database system.

1. Disobedience--A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Interference with other student's opportunity to learn.
3. Unsportsmanlike conduct involving an opposing school's team or delegation or a student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
4. General inappropriate conduct not meeting district social skills but not limited to the following; Following Instructions, Working with Others, Accepting "No", Listening, Staying on Task, Getting Teachers Attention, Ignoring Distractions, Tone of Voice, Making an Apology, and Greeting Others.
5. Lewdness, use of profanity or obscenity.
6. Gross disrespect for students, teachers, school officials, and other employees.
7. Behavior that seriously interferes with class work or the activities of the school, such as:
  - a. Possession of or use of tobacco on school property or at school sponsored events (cigarettes, cigars, snuff, chewing tobacco, e-cigarettes etc.)
  - b. Gambling
  - c. Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct to any student or school employee in a manner that constitutes an interference with school purposes.
  - d. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds.
  - e. Willfully causing or attempting to cause physical injury to a school employee or to any student or one's self.
  - f. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from that person.
  - g. Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon.
  - h. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, anabolic steroids, inhalant or being under the influence of any of the above, or possession of drug paraphernalia on school grounds or during a school sponsored activity.
  - i. Truancy - absence from school without school or parental authority.
  - j. Theft - the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
  - k. Displays of Affection - Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
  - m. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purpose.

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

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **Short-Term Suspension**

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: All work, quizzes and assessments must be completed within one week of returning to school. For longer suspensions the principal will determine an appropriate amount of time to complete work.

### **Emergency Exclusion**

A student may be excluded from school in the following circumstances:

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

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

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

## **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Firearms (BP# 614)**

No person 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.

**Firearm Policy:** It shall be the policy of the Doniphan-Trumbull Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not to apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed. Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

## **Long-Term Suspension**

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

## **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect

for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

#### **Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as 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. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and 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; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
  4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
  6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be

entitled to a hearing but the consequence imposed may continue in effect pending final determination.

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

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **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 state law that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students;
5. It is a violation of state law that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

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

### **Section 6      Dress Code**

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will wear clothing provided by the school. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions.

### **Section 7      Academic Integrity**

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of

academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

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

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

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

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

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answer(s) during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if

the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

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

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

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

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

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

- place the work in quotations or give a citation to the outside source.
- (b) Falsely Presenting Work as One’s Own: Presenting work prepared by another in final or draft form as one’s own without citing the source, such as the use of purchased research papers or use of another student’s paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student’s work in which the academic integrity offense took place. No credit for the work will be granted until the student completes an assignment, test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor will notify the student’s parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.
3. Electronic Devices
- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section

504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

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

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

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and

his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

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

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

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

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

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

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to

school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
  2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

## **Section 6 Internet Safety and Acceptable Use Policy**

### **Internet Safety**

It is the policy of Doniphan-Trumbull Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA,

blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Administrator and the Administrator's designees.

5. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Acceptable Use This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements.

Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students and their parents or guardians, and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access. The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses.

The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an e-mail related to one's own private consulting business.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.

8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the ESU is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the ESU may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed ESU training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the

system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

### **Student Photographs and Work**

Placing student photographs, artwork, writing, or other projects on the school website is allowed unless the parent has letter stating otherwise. No personal contact information about the student, such as home address, phone number, or e-mail address will be given.

### **Section 9 Audio, Pictures & Recording Policy**

Students are prohibited from making audio or video recordings or taking pictures, without permission by a district employee, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event except as provided in this policy or as otherwise required by law.

### **Recording of Others (BP# 1005.12)**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent of the person or persons being recorded or whose image or sound is being transmitted. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

## **Article 9 - Extra-Curricular Activities**

### **See School Board Policy 6028**

### **Section 1 Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement.

### **Section 2 Field Trips**

Field trips shall be considered as instruction and planned as such with definite objectives determined in advance. Teachers or other certified personnel shall accompany pupils on all field trips and shall assume responsibility for their proper conduct. When a field trip is made to a place of business or industry, the teacher shall insist that an employee of the host company serve as conductor. Appropriate education experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip

### **Section 3 School Dances**

Doniphan-Trumbull Elementary does not sponsor school dances.

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

#### **General Rules of Student Conduct at Dances**

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Doniphan-Trumbull Public School and their guests may attend.
  - a. Students currently attending Doniphan-Trumbull High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Doniphan-Trumbull High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Doniphan-Trumbull Public School. For any dances at the middle school level, only students attending Doniphan-Trumbull Public School in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

Ref. BP 530.5

### **Section 4 Parents' Role in Athletics and Extracurricular Activities**

#### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### **Section 5 Activity Passes**

Activity passes for students can be purchased at the school offices: Students \$20.00 Adults \$40.00

### **Section 6 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

#### **Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities**

1. Students attending extracurricular events and activities must sit in designated areas or with their parent/guardian. They are in attendance to support the team(s) and watch the event/activity. They will NOT be permitted to play games or run around the school grounds or fields.
2. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
3. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.

4. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
5. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
6. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
7. Know that noisemakers of any kind are not proper for indoor events.
8. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
9. Stay off the playing area at all times.
10. Do not disturb others by throwing material onto the playing area.
11. Show respect for officials, coaches, cheerleaders and student-athletes.
12. Pay attention to the half-time program and do not disturb those who are watching.
13. Respect public property by not damaging the equipment or the facility.
14. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
15. Refrain from the use of alcohol and drugs on the site of the contest.

### **Section 7 Student Fees Policy**

The Board of Education of Doniphan-Trumbull Public School adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The

District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2009-2010 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

of and lost by the student.

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

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

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

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

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2009-2010 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

- (5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
- (6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
- (7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
- (8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- (9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
- (10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
- (11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

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

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

## **Article 10 - State and Federal Programs**

### **Section 1 Notice of Nondiscrimination**

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

### **Section 2 Designation of Coordinators**

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

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

The Coordinator may be contacted at: 302 W. Plum St., Doniphan, Nebraska 68832, telephone number (402) 845-2282.

### **Section 3 Anti-discrimination & Harassment Policy**

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

Preventing Harassment and Discrimination of Students.

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

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

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

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

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

Sexual harassment may exist when:

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

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

The conduct has the purpose or effect of unreasonably interfering with an individual's work

or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

#### Complaint and Grievance Procedures:

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

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

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

#### **Section 4      Multicultural Policy**

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

#### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

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

decisions. You have the right to:

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

## **Section 6 Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.  
Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

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

#### **Notice Concerning Directory Information**

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

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

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the

disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

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

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

Notice Concerning Designation of Law Enforcement Unit:

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

**Section 7 Notice Concerning Disclosure of Student Recruiting Information**

Federal law requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

**Section 8 Notice to Parents of Students in Programs Receiving Title I Funding**

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information

regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

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

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

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

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

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—
  - (i) attain English proficiency;
  - (ii) achieve at high levels within a well-rounded education; and
  - (iii) meet the challenging State academic standards expected of all students.

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

Please contact the administrative office to receive the foregoing information.

## **Section 9 Student Privacy Protection Policy**

It is the policy of Doniphan-Trumbull Public School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent

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

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

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

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

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

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

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

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

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

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

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

## **Section 10 Parental Involvement Policies**

### **A. General - Parental/Community Involvement in Schools:**

Doniphan-Trumbull Public School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy

to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

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

**B. Title I Parental Involvement Policy:**

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

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

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

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

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review,

- and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
  5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

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

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First,

Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

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

## **Section 11 Homeless Students Policy**

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

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

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents

or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

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

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

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to

obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

## **Section 12 Breakfast and Lunch Programs**

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

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petting Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household:

Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.

4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - A publicly-announced, simple method for making an oral or written request for a hearing.
  - An opportunity to be assisted or represented by an attorney or other person.
  - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

<b>Breakfast/Lunch Prices</b>	<b>2019-2020</b>
<b>Breakfast</b>	<b>\$1.55</b>
<b>K-6 Lunch</b>	<b>\$2.50</b>
<b>7-12 Lunch</b>	<b>\$2.80</b>
<b>Adult Lunch</b>	<b>\$3.65</b>

# DONIPHAN – TRUMBULL CARDINALS

## 7-12 SCHOOL STUDENT – PARENT ACTIVITY HANDBOOK

### EXTRA CURRICULAR ACTIVITIES

**Defined:** Doniphan-Trumbull school defines extracurricular activities as student activities or organizations, which are supervised or administered by the District, which does not require a grade or count toward graduation or advancement between grades, and in which the District does not otherwise require participation. Graduation ceremonies **do** require participation and therefore do not fall under eligibility rules. Participation fee for 2019-2020 is \$35. The cost of Activity passes for 2019-2020 is \$35.

#### **Section 1                      Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### **Safety**

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

#### **Warning for Participants and Parents**

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## **Section 2                      Extracurricular Activity Code of Conduct**

### **Purpose of the Code of Conduct**

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct**

1) Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all athletics, all school sponsored clubs, all socialistic contests, cheerleading, dance team, Pep Band, Flag Squad, vocal, band, speech and debate, plays and musicals, drama, Quiz Bowl, Close-up, One-Act, FCCLA, STARS, Student Council, Peer Counselors, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored social events and activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

2) When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The Code of Conduct rules do **NOT** apply to the summer months after the last day of the spring sports season and the start of the official fall sports season established by the NSAA However,

misconduct during the summer months may affect a student's participation under the team selection and playing time guidelines.

3) Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

### **Grounds for Extracurricular Activity Discipline**

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct **may** constitute grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation to be determined by the administration and/or coaches and sponsors:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property.
3. Any act which results in student suspension at school including in-school, out of school and Saturday School.
4. Selling, using, possessing or dispensing alcohol, tobacco (*including e-cigarettes & vapor cigarettes*), narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to "Drug and Alcohol Violations" for further information).
5. Acting in an un-sportsmanlike manner at practice or during events.
6. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
7. Truancy or failure to attend assigned classes or assigned activities; or excessive tardiness to school, assigned classes or assigned activities.
8. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
9. Willfully violating the behavioral expectations for those students riding Doniphan-Trumbull Public School buses or vehicles used for activity purposes.
10. Failure to report for the activity at the beginning of the season.
11. Failure to participate in the regularly scheduled classes on the day of an extracurricular activity or event.

12. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
13. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
14. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.  
All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Consequences**

Students may be suspended from participation in interscholastic competition or participation in extra-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

### **Drug, Tobacco and Alcohol Violations**

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

1) Meaning of Terms: Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance.

2) Drugs, Tobacco and Alcohol Violation: An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 21 days and 20 hours of community service.
2. Second or Any Subsequent Offense: 35 days and 40 hours of community service.
3. Third or Any Subsequent Offense: 1 calendar year.
4. Community Service: hours of community service must be completed before he/she is permitted to participate in **ANY** extra-curricular or social activity.

5. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 14 days and 10 hours of community service for the first violation, 28 days and 20 hours of community service for the second violation, and exclusion for the remainder of the current school year for the third violation.
6. More Serious Violations: In the event of more serious drug or alcohol violations, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

3) Steroid Offenses: A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

### **When Suspensions Begin**

1) For Drugs, Tobacco, Alcohol and Steroids Violations: All suspensions will begin immediately upon violation or as soon as Administrative suspension is determined AND will include at least one scheduled days activity or event in which the student is a participant; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student.

2) For Code of Conduct Violations: All suspensions will begin immediately upon violation or as soon as Administrative suspension is determined and will run for the set amount of days imposed by the administration and may or may not include scheduled activities and/or events.

In either violation, during a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor.

### **Letters and Post-Season Honors**

A student who commits a Code of Conduct violation maybe:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Activities director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.
3. Each head coach & sponsor will develop and inform participants of the requirements to earn a varsity letter. Copies of these requirements must be filed with the Athletic Director *prior* to the start of the season.

## **Self-Reporting**

In order to be considered as “self-reported,” the student must fully admit the student’s conduct to the student’s coach/sponsor, activity director, or an administrator. The self-report must occur before the student’s coach or activity sponsor, the activity director, or administrator is otherwise informed of the conduct and should ordinarily occur by 9:00am of the first school day or activity day following the rule violation. The self-report must be made as soon as reasonably possible, and prior to administrative discovery.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student’s conduct, and will be required to put this information in a written statement.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

## **Determining a Violation Has Occurred:**

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

## **Procedures for Extracurricular Discipline:**

The following procedures are established for suspensions from participation in extracurricular activities:

1) Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.

- a. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
- b. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
- c. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

2) Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Principal or Activities director will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

3) Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Activities director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

- a. A form to request such a hearing must be signed by the parent or guardian. A form will be made available by request from the Principal's office.
- b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
- c. If a hearing is requested:
  - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

4) No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.

5) Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3            NSAA Student Eligibility Requirements**

In order to represent a high school in interscholastic athletic competition and non-athletic, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of current school year. (A student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three- year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice

of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

12. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:

- a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- b. If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
- c. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
- d. If the student transfers prior to March 15 and the new school notifies the NSAA in writing, postmarked no later than March 15, the student is eligible at the start of the fall semester.

13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain his/her amateur status.

#### **Section 4          Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the schools attendance policy may be ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation may be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance, practice, or other activity, be in attendance for the last four periods of that day. A student who is not in attendance the last four periods of school is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved **in advance** by the Principal or Activities Director.

Every attempt should be made to be in attendance the entire day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

**Practice Times and Procedures:**

The individual coach or sponsor establishes practice times. All athletes are expected to be on the field or court at the time designated by the coach. If an athlete cannot be at practice, he/she must contact the coach before practice begins. Each coach may have specific attendance requirements or procedures for athletes to follow. Practice held when school is not in session (vacation, holidays, etc.) must be approved in advance. According to the NSAA, no activity contests may be scheduled on Sunday, practices on Sunday will be limited to teams that are to compete on Monday.

**Inclement Weather:**

If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a rule. Occasionally, weather and road conditions clear by early afternoon, and, if it is determined that students can travel safely, a practice or contest may be held. The head coach, athletic director, and administrator will make the determination and every effort will be made to contact all the students. School closing information & rescheduled games will be broadcast over radio stations.

**Section 5 Academic Standards**

**Introduction:**

The purpose of the eligibility list will be to provide incentives to those students who are involved in or who wish to participate in activities yet are deficient in their schoolwork. It is not to be approached from the standpoint of punishment but as encouragement to build good study habits and a greater appreciation for the importance of academics.

**Probationary Period:**

Students whose academic performance meet the criteria listed below shall serve a one-week probationary period which will allow the student opportunity to improve his/her academic performance and will not affect his/her opportunity to participate in school activities. Students shall be allowed only one probationary period per semester.

**Standards:**

Probationary Standard

- a. Failing two or more classes for one week.

**Activity Eligibility Standard:**

- a. Students on academic probation fail to participate in alternative educational programs as directed by the school administration, or
- b. Students on academic probation fail to improve achievement to an acceptable level in identified failed classes during the probationary period, or
- c. Students on academic probation fail additional classes during the probationary period (meet probationary standards above for such additional classes).

**Procedure:**

1. Teachers will submit a list of students who are failing any class to the guidance counselor by noon on Thursday. (On weeks where there are no Thursday classes, the names will be turned in on the last day of the school week.)
2. Students failing two (2) or more classes the same week will be allowed a one week probationary period to raise their performances. During the one-week probationary period, students are encouraged to seek help from the teachers and/or may be required to participate in alternative educational programs provided by the school. Such decision will be made by the district administration. Make-up work may be given to the student at the discretion of each teacher.
3. If the student is still failing two or more classes after the one-week probationary period and/or refuses to participate in the alternative education program, the student will be ineligible to participate in any extracurricular activities, performances, or school sponsored activities, or to represent the school in any activity Monday through Sunday of the following week.
4. No more than one, probationary period will be allowed per semester irrespective of the number of classes and the period failed.
5. If a student’s probationary period has expired, student will be ineligible to participate in any extracurricular activities performances, or school sponsored activities, or to represent the school any activity Monday through Sunday of the following week, when student is failing two or more classes for one week.
6. A student must have at least a 70% average to be considered passing.
7. Considerations may be made by the guidance counselor and/or the principal in dealing with special circumstances pertaining to these rules.
8. The principal and/or guidance counselor will notify students and parents.
9. Teachers will not submit a list the first four weeks of first semester and first two weeks of the second.
10. Students deemed ineligible are expected to practice with his/her group. Coaches and sponsors will determine whether ineligible students will travel with their group unless the activity is held during the school day. Coaches and sponsor may impose additional requirements for ineligible students to follow.

Academic requirements do not apply to:

- (A) Instructional field trips which are a part of the scheduled course learning experience; or
- (B) Activities or events which are a part of the student’s grade requirements.

**Section 6 Team Selection and Playing Time**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time

decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner, which reflects the development of high ideals, and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

## **Section 7 School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

### **General Rules of Student Conduct at Dances**

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Doniphan-Trumbull Public School and their approved dates/guests may attend.
  - a. Students currently attending Doniphan-Trumbull High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Doniphan-Trumbull High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 14 or older than 21 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for high school dances and need administrative approval.
  - c. Some school dances may be restricted to students attending specified grades levels at Doniphan-Trumbull Public School. For any dances at the middle school level, only students attending Doniphan-Trumbull Public School in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
  - h. When a student leave the building in which the dance is being held, he or she will not be permitted to re-enter.
  - i. Admission doors will be closed 45 minutes after the announced starting time of the dance, and no one will be permitted to enter after that time.
  - j. No dances will continue past midnight.

2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted and further consequences may be applied.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Selection as Royalty:**

All students are eligible to be nominated for Royalty, however selection as royalty for school-sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students selected for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following activity and conduct standards:

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must not have had excessive violations of school policies and procedures during their high school career.
  - d. The student may not have had excessive violations of local, state and federal laws during their high school career.
  - e. Foreign Exchange students are not eligible for King and/or Queen Royalty.
2. Royalty Candidate Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors and Principal designees.

3. Specific Dance Selection Requirements:

a. Homecoming Queen & King:

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- All senior boys shall be nominated as Homecoming King and all senior girls shall be nominated as Homecoming Queen.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- The queen and king will be chosen by secret vote of the 9<sup>th</sup> – 12<sup>th</sup> student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
- Each class will vote and select a Homecoming Royalty from it's own class that will be announced at the Homecoming Pep Rally and recognized again at the fall sports event.

b. Prom King and Queen:

- Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
- All senior boys shall be nominated as Prom King and all senior girls shall be nominated as Prom Queen. All junior boys shall be nominated as Prom Prince and all junior girls shall be nominated as Prom Princess.
- To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
- The queen and king will be chosen by secret vote of the junior class students and the prince and princess will be chosen by secret vote of the senior class students.

## **Section 8 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### **Parents' Role in Extracurricular Activities**

#### **Communicating with your children**

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.

- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### **Communicating with the coach**

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the activities director to set up a meeting with the AD, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Section 9 Good Sportsmanship – Behavior Expectation of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA

sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

**Responsibilities of Spectators Attending  
Interscholastic Athletics and Other Extracurricular Activities**

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand & appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school reserves the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

**Section 10    General Information**

**Insurance**

Doniphan-Trumbull School provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics or waive this right.

**Equipment**

The activities department tries to furnish the student with as much of the equipment needed as is feasible. We are confident that we have good equipment and in the case of contact sports, our athletes are well protected. The sponsor/coach will check out all equipment at the beginning of the activity. The student will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked back in at the end of the activity or when the student is no longer using them. All collection for the lost equipment will be handled by the head coach/sponsor in conjunction with the Athletic Director. At no time should the athlete wear equipment belonging to the Doniphan-Trumbull School expect for practices and contests unless the activity sponsor and Athletic Director give permission. Also, at no time should the athlete “trade” equipment with another participant. In football especially, the helmets are fitted accordingly and trading helmets may lead to serious injury.

### **Pre-Practice and Pre-Game Requirements**

All athletes must meet the following requirements before they begin **practice**:

- Return an updated physical, signed by a physician to the main office.
- All athletes must meet the following requirements before they compete in their **first game**.
- Return “NSAA Student and Parent Consent Form” found in the back of this handbook, signed by student participant and parent/guardian to the main office.
  - Return the “Doniphan-Trumbull Student/Parent Contract” found in the back of this handbook, signed by the student athlete to the main office.
  - Follow and complete any other procedures or requirements as directed by their respective head coaches.
  - Return “Permission to Treat a Minor” to the main office.

### **Transportation**

School transportation will be provided to all contests and practices away from Doniphan. Students are expected to ride to and from contest with the team. An athlete may ride home from a contest with a parent or parent designee by written request by the parent to the coach or sponsor in charge or the Activity Director or Administrator before or at the event. The coach/sponsor must witness the athlete leaving with his/her parent or parent designee from the contest. In the event where driving to practice is permitted a waiver form is necessary and will only be available for those students who have a regular driver licenses and are in good standing with the school and law enforcement. At no time will a student be released to ride to or from an school sponsored activity with another student. Students who do not ride school provided transportation TO the event will not be allowed to participate unless administrative approval is granted to the student to travel to an activity in a different manner.

### **Student Council**

In order to encourage student participation in various activities of school life, and to provide opportunity for training in the democratic process, Doniphan-Trumbull Secondary High School sponsors a Student Council. The Student Council shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly procedures of school governance. The Council may make recommendations to the administration on any topic of student concern.

### **National Honor Society**

The National Honor Society is a service organization as well as a special honor. Doniphan-Trumbull’s chapter of National Honor Society is the Cardinal Chapter. All sophomore, junior and senior high students with a minimum of a 3.0 grade point average are eligible to seek membership. Eligible students are notified during the second semester of the current school year. Eligible students then continue their candidacy by completing and returning the National Honor Society Application Form. Candidates are evaluated on the four areas: Scholarship, Leadership, Service and Character. A separate score for each aspect of membership is given on a 4.0 scale. Scholarship is based on the students’ current and past grade point average. Leadership and Service is based on the student’s application submitted and judged by a committee of teachers and administrators. The entire faculty rates each applicant on the aspect of Character based on relevant to their knowledge of the student

in and out of class character. The average score of all four areas are used to determine those who are offered membership in the Cardinal Chapter of the National Honor Society. Candidates need to demonstrate outstanding performance in all four criteria areas. All evaluations are done in a committee and kept completely confidential.

### **Peer Counseling**

Peer Counselors support their fellow students through stressful situations and alert a counselor in the building when difficult situations arise. They provide one-on-one support and observe confidentiality guidelines. Our goal is to make Doniphan-Trumbull a welcome environment for all students. The Program seeks dedicated, empathic and understanding applicants. Peer Counselors work within the framework of the student responsibility and rights code and Doniphan-Trumbull's educational objectives. Students must fill out an application, obtain teacher recommendations, and interview for positions.

### **Class and Organizational Offices**

The Doniphan-Trumbull Public School believes students should be provided the opportunities to experience involvement in leadership capacities. Involvement by a maximum number of students in assuming such roles within the various classes and organizations is necessary to provide such experiences. To provide more students leadership opportunities, students may serve as president or vice-president of one class or organization or serve as an officer for a maximum of two classes or organizations per school year.

### **Randomized Drug Testing**

#### **OVERVIEW**

The procedure for initial and random drug testing of students in athletics and extracurricular activities is accomplished in conjunction with an independent drug-testing Vendor selected by the Board of Education. Participation in extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 9-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs. Following the initial testing, the Vendor is provided, by the Designated Official, a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as

outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principal or Designated Official by the MRO. Specimens are collected as split specimens.

**1. Purpose of Random Drug Testing**

- a. In recognizing that the use of alcohol and illicit drugs by students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is as follows:
  - 1. The school district seeks to provide safe, drug-free schools.
  - 2. The school district seeks to deter the use and the peer pressure to use illegal and prohibited drugs and alcohol among students.
  - 3. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
  - 4. The school district finds that any drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

**1. 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.

**1. Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Secondary Principal or his or her designee unless otherwise indicated.

**1. Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Cross Country	Basketball	Swim Team	One Act	Actions Day
Football	Wrestling	Choir	FFA	Journalism
Volleyball	Track	Band	FCCLA	Musicals/Play
Golf	Cheerleading	Speech	Mock Trial	Quiz Bowl
Softball	Dance			

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

- 1. **Grades.** All students in grades 9-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
- 2. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for or participate in the extracurricular activity. The consent form is attached to this policy.
- 3. **Selection Pool Eligibility.** Students must sign consent within 1 week of students reporting for school or prior to the week of the first NSAA competition (NSAA Week 8), whichever comes last, and will remain in the selection pool until the start of NSAA Week 8 the next school year. Students that voluntarily do not sign the consent form prior to that date will be ineligible for competition or performance. Exceptions include students that begin school after the start of NSAA Week 8 or are not present at school prior to the start of NSAA Week 8, in which case, students must sign the consent form before they are considered eligible for competition.
- 4. **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 until the start of NSAA Week

8 the following 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 compete or perform in any activity that is subject to drug testing for a calendar year from the point of withdrawal. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

1. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:
  1. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
  2. 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;
  3. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).
  4. Students may be randomly tested for any drugs listed in paragraph 6c.

1. **SUPPORTING DATA**

1. Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earls**.

1. **DEFINITIONS**

**Vendor** - The medical office or company selected by the Board of Education to carry out the policy and procedure.

**Designated Official** - The individual hired by the school or district to oversee the drug testing program of the school or district.

**Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results.

**Illicit substance** - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

**Banned Substance** - A substance defined by School policy as being banned from use by students.

**Student Participant** - A qualified student participating in any of the previously listed activities as an extracurricular activity as defined by the board.

**SAMHSA** - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

**LC/MS** - Liquid Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

**Quantitative Levels** - The measurement levels of a specific chemicals in the urine reported usually in nanograms per milliliter (ng/ml).

**Chain-of-custody Form** - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

**Adulterant/Adulteration** - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

## 1. PROCEDURES FOR STUDENTS

1. **Informed Consent for Testing** - At the beginning of each year or when a student moves into the District, students and parent/guardian/custodian will complete and sign the Doniphan-Trumbull Public Schools Code of Conduct and Expectations Informed Consent Agreement. No student may compete or perform until this form is properly executed and on file with the School.
2. **Urine Drug Testing Frequency** - At the beginning of each year or when a student moves into the District, all students wishing to participate in athletics or extracurricular activities may be subject to urine testing for illicit or banned substances as specified in Paragraph 6 above. Following enrollment, students will be randomly tested on up to a bi-weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will be considered withdrawn from the program as specified in Paragraph 5a.
3. **Sample Collection** - Samples will be collected as outlined under Vendor Requirements, Paragraph 11 below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be an additional fee associated with the use of an off-site collection point.

1. **CONFIDENTIALITY OF RESULTS** - All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this Policy must sign a Confidentiality Statement.

## 1. VENDOR REQUIREMENTS

At a minimum, the Vendor must be able to provide the following services:

1. **Random Selection of Eligible Students** - Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official 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 Designated Official, who will arrange for these students to report to the collection area.
2. **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. 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.

3. **Collection of Urine Specimens** - The Vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Doniphan-Trumbull Public Schools students. Chain of Custody forms will be provided by The Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.
4. **Testing of Urine Specimens** - The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a Liquid Chromatography/Mass Spectroscopy (LC/MS) or similar confirmatory test.

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may specify specific classes or substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	Synthetic Drugs

5. **Medical Review Officer (MRO) Services** - The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the Procedure for Random Urine Drug Testing of Doniphan-Trumbull Public Schools Students as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for a period of five years.
6. **Reporting of Random Urine Test Results by Vendor** - The MRO will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner to the Parent and then the Designated Official.
7. **Statistical Reporting and Confidentiality of Urine Drug Test Results** - The Vendor, 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 Doniphan-Trumbull Public Schools Board of Education. However, the Vendor will provide the Designated Official 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.

#### 1. **PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

1. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

1. The Building Principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and Designated Official of any positive results. The Building Principal may keep all test results for a period up to one year.
2. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for reconfirmation. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.
3. The MRO may use quantitative results to determine if positive results on repeat testing 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.

## **2. First Offense**

1. The student shall be allowed to attend and participate in practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 21 calendar days and at least one competition. The day of the positive test result shall be the first day for counting purposes. The student will also be required to perform 20 hours of community service before being able to return to competition/performance.
3. The student will be required to participate in a drug and alcohol educational program at the student's expense as arranged or approved by the Board of Education. Hours in educational program will count toward community service hours.
4. Students that test positive will be subject to, non-random, follow-up tests once within the next month and a second, non-random, test within the same school year.

## **3. Second Offense**

1. The student shall be allowed to attend and participate in practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 35 calendar days and at least one competition. The day of the positive test result shall be the first day for counting purposes. The student will also be required to perform 40 hours of community service before being able to return to competition/performance.
3. 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. And complete a drug and alcohol educational program at the student's expense as arranged or approved by the Board of Education. The student is strongly encouraged to comply with the assessment recommendations.
4. Students that test positive will be subject to, non-random, follow-up tests once within the next month and a second, non-random, test within the same school year.

## **4. Third Offense**

1. The student will be ineligible to compete or publicly perform in any extracurricular activity for one calendar year from the date of the third positive test or end upon graduation. The day of the positive test result shall be the first day for counting purposes.
2. 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. And complete a drug and alcohol educational program at the student's expense as arranged or approved by the Board of Education. The student is strongly encouraged to comply with the assessment recommendations.

3. Student must be able to pass a follow up test before they are eligible to resume participation.

5. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug 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 costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

1. **Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.

1. **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 designated official, 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 Designated Official, the suspension from activities will be lifted and no assessment or intervention will be required. 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.

1. **Refusal to Test**

1. 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 withdrawn from the program for 1 calendar year.

1. **NON-PUNITIVE NATURE OF POLICY**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Doniphan-Trumbull Public Schools Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Doniphan-Trumbull Public Schools Board of Education, to the extent permitted by such subpoena or legal process.

**1. 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 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 11 of this Policy.

**1. 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. 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.

**1. 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.

**1. 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.

**Procedures for Random Urine Drug Testing of  
Doniphan-Trumbull Public Schools District Students**

**1. LIST OF ELIGIBLE STUDENTS** - The Designated Official will prepare a list of eligible students. This list will be forwarded to the Vendor for the random selection of students who will submit urine specimens for testing.

**1. RANDOM SELECTION OF STUDENTS FOR TESTING** - The Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing.

**1. SCHEDULING OF URINE DRUG TESTING** - Urine drug testing is unannounced. The day and date are selected by the Designated Official and confirmed with the Vendor. Random testing may be done up to bi-weekly, but not during holidays and spring break.

**1. TESTING YEAR** - The testing year begins the week of the first competition of the year (NSAA Week 8) and continues until NSAA Week 8 the next school year.

**1. FORM COMPLETION** - The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Policy for Random Urine Drug Testing of Doniphan-Trumbull Public Schools Students** and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and School Official.

**1. COLLECTION PROCESS** - Selected Students are escorted from class to the collection site. A specimen of urine is collected following this process:

1. 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.
2. The collector adds a blueing agent (food coloring) to the water in the urinal or toilet.
3. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
4. The drug testing custody and control form is initiated by the Student and collector.
5. 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.
6. The student enters a closed stall to collect the specimen, then hands the container to the collector.
7. 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 Designated Official notified.
8. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
9. The collector takes the bottle seals and places them over the caps and sides of the bottles and request they be properly dated and initialed by the student.
10. The sealed bottles are placed inside the transport bag.
11. 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 the donor copy of the form.
12. The Student may wash their hands and is then sent back to class.
13. 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.
14. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.

1. **MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES** - The MRO team 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:

1. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
2. 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.
3. 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.
4. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
  1. 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.
  2. 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.
  3. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
5. 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 results may be reported.

6. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative. Positives will be reported to the Building Principal by phone.

1. **PICK-UP PROCESS** - The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

1. **PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

1. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

1. The Building Principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and Designated Official of any positive results. The Building Principal may keep all test results for a period up to one year.
2. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.
3. The MRO may use quantitative results to determine if positive results on repeat testing 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.

2. **First Offense**

1. The student shall be required to attend practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 21 calendar days and at least one competition. The day of the positive test result shall be the first day for counting purposes. The student will also be required to perform 20 hours of community service before being able to return to competition/performance.
3. The student will be required to participate in a drug and alcohol educational program at the student's expense as arranged or approved by the Board of Education. Hours in educational program will count toward community service hours.

3. **Second Offense**

1. The student shall be required to attend practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 35 calendar days and at least one competition. The day of the positive test result shall be the first day for counting purposes. The student will also be required to perform 40 hours of community service before being able to return to competition/performance.
3. 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. And complete a drug and alcohol educational program at the student's expense as arranged or approved by the Board of Education. The student is strongly encouraged to comply with the assessment recommendations.

4. **Third Offense**

1. The student will be ineligible to compete or publicly perform in any extracurricular activity for one calendar year from the date of the third positive test or end upon graduation. The day of the positive test result shall be the first day for counting purposes.

2. 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. And complete a drug and alcohol educational program at the student's expense as arranged or approved by the Board of Education. The student is strongly encouraged to comply with the assessment recommendations.

1. 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 designated official, 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 Designated Official, the suspension from driving and 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.

**DONIPHAN-TRUMBULL PUBLIC SCHOOLS**

**CONSENT TO PERFORM RANDOM DRUG TESTING**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

As a student and parent:

- We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to compete or perform 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 Doniphan-Trumbull School District.
- I agree to be a part of the drug testing program until I
  - Graduate from DT
  - Change school districts
  - Withdraw from the program

The following are activities that, if students participate, are subject to random drug testing

Cross Country	Basketball	Swim Team	One Act	Actions Day
Football	Wrestling	Choir	FFA	Journalism
Volleyball	Track	Band	FCCLA	Musicals/Play
Golf	Cheerleading	Speech	Mock Trial	Quiz Bowl
Softball	Dance			

The following drug classes may be tested for

Alcohol	Amphetamines	Anabolic Steroids	Barbiturates	Benzodiazepines
Cocaine Metabolites	LSD	Marijuana Metabolites	Methadone	MDMA (Ecstasy)

Nicotine	Opiates	Phencyclidine	Propoxyphene	Synthetic Drugs
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**CONSENT TO PERFORM DRUG TESTING**

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

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

We hereby release the Doniphan-Trumbull 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 \_\_\_\_\_

**DONIPHAN-TRUMBULL PUBLIC SCHOOLS**

**Confidentiality Statement for Random Urine Drug Testing Program**

I, \_\_\_\_\_, acknowledge that I will be privileged to hear and see sensitive information related to results of random urine drug testing performed on students of Doniphan-Trumbull Public Schools. I pledge to keep any information given to me in strict confidence, and will only release this information to others as dictated by Board policy or with properly obtained permission of the student and parent/guardian/custodian.

---

Signature

Date

**DONIPHAN-TRUMBULL PUBLIC SCHOOLS  
WITHDRAWAL OF STUDENT FROM ACTIVITY  
20\_\_ - \_\_ SCHOOL YEAR**

I understand that by signing this form I am rescinding my permission for random drug 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 1 calendar year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for 1 calendar year at the school district.

Student's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Activity/Athletic Award**

During school year students who participated in at least three athletic or scholastic activities facilitated by the Doniphan-Trumbull Public School and sanctioned by the Nebraska School Activities Associations are recognized with medals. Activities, which are sanctioned by the NSAA, are classified based on which season the NSAA sponsored competition(s) for that activity are held. Students must participate in at least one fall, winter, and spring activity to be recognized as a Three Sport/Activity Participant.

**Doniphan-Trumbull 2019-2020 Offerings**

NSAA Activity Season		NSAA Athletic Season				
Fall	Winter	Spring		Fall	Winter	Spring
One-Act	Speech	Band		Football	Basketball	Boys Golf
	Cheerleading	Choir		Girls Golf	Wrestling	Track & Field

	Dance			Volleyball		
				Cross Country		
				Softball		

**Weight Room Guidelines**

A program will be made available in the weight room for use by all athletes. All athletes using the weight room **MUST** have supervision. Alumni wishing to use the weight room must have made prior arrangements.

The following rules shall apply:

- Shoes and shirts must be worn at all time
- Music volume & content will be controlled by supervisors
- Must lift with a partner when using free weights
- Put weights back after use
- All rules set forth in this handbook apply to the weight lifting program.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (NSAA)

Student and Parent Consent Form

School Year: 2019-2020 Member School: Doniphan-Trumbull Public 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 taped, 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.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Student [Print Name]

\_\_\_\_\_  
Student Signature

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) 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	Softball	Wrestling	Debate	Journalism	

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

Parent [Print Name] \_\_\_\_\_

Parent Signature \_\_\_\_\_

**DONIPHAN-TRUMBULL STUDENT/PARENT CONTRACT**

Student's (Last Name) (First Name) (Middle Initial) (Date of Birth)  
(Grade)

1) I realize and agree that being able to participate in school sponsored activities at Doniphan-Trumbull School is a privilege and not a right.

2) I understand the following are basic policies of all Doniphan-Trumbull School Activities:

A student shall not use alcoholic beverages, tobacco, or drugs in any form, or be charged with M.I.P. (minor in possession) or be in a vehicle where alcohol is being consumed, or be found by school personnel drinking alcoholic beverages, using tobacco, or drugs.

A student shall not exhibit, generally speaking, overall misconduct at activities and school following the student code of conduct.

Failure to comply with any or all of the policies and other policies stated in the handbook will lead to suspension from all school activities. **The severity of suspension will be based on the individual violation.**

3) I have read the Student-Parent Activity Handbook of Doniphan-Trumbull School and understand it fully. I agree that I will abide by it and that the school and its coaches/sponsors will follow and enforce these guidelines as nearly as possible.

I further understand that it is my responsibility to do everything I can to support and encourage all the athletes, coaches, and administrators to carry out all the guidelines associated with Doniphan-Trumbull School and its athletic and activities programs.

I further understand that should there ever be a time whereby the school or I are not in accordance with these guidelines, I may request a conference with school personnel to discuss the matter further.

4) I have read the summary of the Eligibility rules published in this handbook and understand them fully. I

realize that these requirements must be met before a student is eligible to participate for a member school of the Nebraska School Activities Association.

5) I hereby give my consent for the above named student to accompany any school activity of which he/she is a

member on any of its local or out-of-town trips. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become necessary for the student in the course of such activities or such travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above named student in the course of such activities or such travel.

6) I understand that the school carries no insurance of any kind to cover medical expenses incurred while participating and I will assume all such expenses personally.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

**\*\*This form is due to the Athletic Director prior to the first game of the current year**

**AVAILABILITY OF HANDBOOKS**

The 2019-2020 Student-Parent Handbook of Doniphan-Trumbull Public School is available on the the district website:

<http://www.dtcards.org/vnews/display.v/SEC/Handbook%20%28Elem/Sec%29>.

Because of the expense of printing the handbooks, we are asking that you consider using the Internet to access and review the 2019-2020 Student Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by Friday, August 26, 2016. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

Thank you for providing the 2019-2020 Student-Parent Handbook online. I will review it on the Internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.

I prefer a paper copy of the Handbook.

\_\_\_\_\_  
Name

**RECEIPT OF 2019-2020 STUDENT-PARENT HANDBOOK**

This signed receipt acknowledges receipt of the 2019-2020 Student-Parent Handbook of Doniphan-Trumbull Public School. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

## PROPOSED SOLUTION

The recommendations and payment terms below detail our proposed solution for your company. We believe that by enacting these changes, your company can significantly improve your process and efficiency, along with reducing costs.

### EQUIPMENT

Qty	Model	Description
1	MX-M6570	65 PPM Monochrome Workgroup Document System
1	MX-M6050	60 PPM B&W Essential Series

Please see attached brochure or specification sheet for more details.

### PAYMENT OPTION: LEASE

Lease Payment	Lease Months
\$285.67	60

#### Agreement includes:

- All parts, labor, toner and service calls
- Digital installation, training, and support

#### Agreement excludes:

- Paper and staples
- Mono pages are billed monthly at \$0.00521 per page
- Minimum 3000 pages per quarter

## Proposed DocuManagement Solution

Now that we have worked with you from the ground up to assess your current document management and printing system, here are a variety of effective document management and printing system solutions that are easy to implement, easy to maintain, and that **are just plain economically smart.**

### Equipment

Qty	Manufacturer / Model	Description
2	Canon imageRUNNER ADVANCE C5550i III	imageRUNNER ADVANCE C5550i III
2	Canon High Capacity Cassette Feeding Unit-A1	High Capacity Cassette Feeding Unit-A1
2	Canon Paper Deck Unit-F1	Paper Deck Unit-F1
2	Canon Staple Finisher-Y1	Staple Finisher-Y1

**Cash Option: \$11,360.00**

### Lease Option:

60 Month \$1.00 Buyout \$284.00

### Notes:

### Recommended Service & Supply Agreement

Service Plus Agreement includes all parts, labor, service calls, preventative maintenance calls, and all supplies, excluding paper and staples. \$110.00 Per month

- This agreement includes 20,000 black prints Monthly.
- All additional black prints to be billed Monthly @ \$0.00550 per page based on actual volumes
- This agreement includes 0 color prints Monthly.
- All additional color prints to be billed Monthly @ \$0.04000 per page based on actual volumes

Uniflow (Monitoring software: \$ \_\_\_\_\_)

Doniphan-Trumbull Public Schools  
Board Policy Updates  
June, 2019

**Policies BP 510.1 and BP 510.4:** LBs 149 and 397 targeted the use and possession of vaping products (including Juuling) by minors under Nebraska’s criminal statutes. In so doing, the Legislature included the term “electronic nicotine delivery systems” in these statutes. To maintain consistency, we have revised Policies BP 510.1 and BP 510.4 to reflect this same terminology.

**Policy: BP 460:** LB 217 prohibits discrimination against an employee who “has inquired about, discussed, or disclosed information regarding employee wages, benefits, or other compensation.” In other words, if employees discuss their pay, they cannot be terminated on that basis. In the public employment setting (where most employee pay information may be a matter of public record), this may not seem like a big deal. However, there are aspects of employee compensation that should remain confidential. As a result, Policy BP 460 establishes criteria for distributing employee pay information and LB 217’s discrimination prohibitions.

**Policy: BP 500.05:** LB 115 requires school districts to enroll students in military families with military orders to be stationed in Nebraska. Policy BP 500.05 incorporates this new requirement.

**Policy BP 1009:** LB 575 requires that each school district adopt a policy to provide access to military recruiters. Policy BP 1009 satisfies this new requirement and includes the bill’s provisions.

**Policy BP 601.4:** The reference to the NeSA assessment has been changed to the NSCAS assessment.

**Policy BP 1005.12:** In 2015, a “Parental and Family Engagement Policy” pursuant to the Every Student Succeeds Act was enacted by school districts. Since then, NDE has been rejecting virtually all of these policies except for their own version. It has become easier for schools to simply adopt NDE’s version.

**Policies: BP 203.06 and BP 203.065:** Policy BP 203.06 has been revised and Policy BP 203.065 has been added to reflect that the Americanism Committee is now referred to as the Committee on American Civics.

StudentsStudent Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

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

personal injury to the student himself or herself, other students, school employees, or school volunteers.

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

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

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
  - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the

consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school

- employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
  11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
  12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
  18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational

function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material

- that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
  - e. Head wear including hats, caps, bandannas, and scarves.
  - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - g. Clothing or jewelry that is gang related.
  - h. Visible body piercing (other than ears).

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

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

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

## 2. Academic Integrity.

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

provide a level playing field for all students, and to develop appropriate values.

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) Tests (includes tests, quizzes and other examinations or academic performances):
      - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
      - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

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

- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
  - (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
  - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit

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

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

d. Violations

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

- consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- (ii) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
  2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
  2. Students in the hallway during class time must have a pass with them.
  3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
  4. Students are expected to bring all books and necessary materials to class. This includes study halls.
  5. Assignments for all classes are due as assigned by the teacher.
  6. Students are not to operate the mini-blinds or the windows.
  7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  8. Students are to be in their seats and ready for class on the tardy bell.

9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

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

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

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

Date of Adoption: June 2019

StudentsDrug and Substance Use and Prevention**Drug-Free Schools**

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

**Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

**Standards of Conduct; Notice to Students and Parents**

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING [NAME] PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE

## STANDARDS."

**Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations**

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

**Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs**

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

**Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw**

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

**Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.**

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

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

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The [Name] Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Date of Adoption: June 2019

Personnel - All EmployeesWage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: LB 217 (2019)

Date of Adoption: June 2019

StudentsAdmission RequirementsMinimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
  1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
  2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
  3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
  4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by

reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administrative.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

#### Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

#### Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference:     Neb. Rev. Stat. §§ 43-2001 to 43-2012  
                          Neb. Rev. Stat. § 79-214  
                          Neb. Rev. Stat. §§ 79-217 to 79-223  
                          Neb. Rev. Stat. § 79-266.01

**STUDENTS**

BP 500.05

173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: June 2019

Students

Military Recruiters

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Legal Reference: LB 575 (2019)

Date of Adoption: June 2019

## Instruction

### Curriculum – Assessments

#### 1. State Assessments.

The Doniphan-Trumbull Public School District has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

#### 2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
  - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

- ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.

- ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

- iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
  
- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
  
- e. Assistance During Assessments.
  - i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
  
  - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
  
- f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

All employees are to adhere to the Nebraska Student-Centered Assessment System (NSCAS) Security Procedures and report breaches in security to Superintendent or the Superintendent's assessment designee for report to the Nebraska Department of Education. Professionalism, common sense, and practical procedures provide the framework for testing ethics.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Legal Reference: NDE Rule 10.05; NDE Rule 27.004.02H and 004.03D

Date of Adoption: June 2019

Combined District and School Title I Parent and Family Engagement Policy

Doniphan-Trumbull Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

**In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- 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.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Internal Board Policies - Organization

Standing Committees

It shall be the policy of Doniphan-Trumbull Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Committee on American Civics
3. Transportation/Facilities
4. Budget Committee
5. Policy Committee
6. Administration Review Committee

It shall further be the policy of Doniphan-Trumbull Public Schools that the Superintendent shall appoint the members of the above committees.

Legal Reference:     Neb. Rev. Stat. § 79-724  
                          Neb. Rev. Stat. § 79-520

Date of Adoption:    June 2019

Internal Board Policies - OrganizationStanding Committee on American Civics

It shall be the policy of Doniphan-Trumbull Public Schools that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of Doniphan-Trumbull Public Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference: Neb. Rev. Stat. § 79-724  
Neb. Rev. Stat. § 79-520  
LB 399 (2019)  
Date of Adoption: June 2019

StudentsAnti-Bullying Policy

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

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

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

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

Legal Reference: Neb. Rev. Stat. ' 79-2,137  
Student Discipline Act, Neb. Rev. Stat. " 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed  
December 2005

Date of Adoption: July 13, 2010  
Reviewed: June 2011, June 2012, June 2013, June 2014, June 2015, June 2016, June  
2017, June 2018

**DONIPHAN-TRUMBULL PUBLIC SCHOOL**

JUNE 1, 2019 to JUNE 30 ,2019

**07/10/2019 Board Meeting**

a

<b>GENERAL FUND</b>									
		<u>MTD</u>	<u>YTD</u>						
Beginning Balance		\$3,306,293.64							
Investments (CD's)		\$200,000.00	\$200,000.00						
<b>NSDLAF</b>	\$ 163,206.24	<b>\$286.06</b>	<b>\$163,492.30</b>						
Receipts		\$1,485,913.28							
Disbursements	<table border="1"> <tr> <td>Lst Mo Clai</td> <td align="right">\$61,519.25</td> </tr> <tr> <td>Lst Mo Pay</td> <td align="right">\$534,228.34</td> </tr> <tr> <td></td> <td align="right"><u>\$595,747.59</u></td> </tr> </table>	Lst Mo Clai	\$61,519.25	Lst Mo Pay	\$534,228.34		<u>\$595,747.59</u>	\$595,747.59	
Lst Mo Clai	\$61,519.25								
Lst Mo Pay	\$534,228.34								
	<u>\$595,747.59</u>								
Adjustments	adj								
	<b>Adjusted Exp</b>		<u>\$0.00</u>						
Ending Balance		<b><u>\$4,196,745.39</u></b>							

<b>DEPRECIATION FUND</b>			
		<u>MTD</u>	<u>YTD</u>
Beginning Balance		\$131,215.71	
Investments (CD)		\$0.00	\$0.00
<b>Adjusted Begin Bal</b>		<b>\$131,215.71</b>	<b>\$0.00</b>
Receipts			
Interest		\$20.13	
Adjusted Receipts		\$20.13	\$0.00
Disbursements			
Ending Balance		<b><u>\$131,235.84</u></b>	<b><u>\$0.00</u></b>

<b>EMPLOYEE BENEFIT FUND</b>			
		<u>MTD</u>	<u>YTD</u>
Beginning Balance		\$30,365.78	
Receipts		\$4.66	
Disbursements		\$0.00	\$0.00
Ending Balance		<b><u>\$30,370.44</u></b>	<b><u>\$0.00</u></b>

<b>BUILDING FUND</b>		
	MTD	YTD
Beginning Balance	\$2,669,759.45	
Receipts	\$114,626.77	
Disbursements	\$3,000.00	
Ending Balance	<b>\$2,781,386.22</b>	<b>\$0.00</b>

**DONIPHAN-TRUMBULL PUBLIC SCHOOL**

**JUNE 1, 2019 to JUNE 30 ,2019**

**07/10/2019 Board Meeting**

<b>STUDENT FEES FUND</b>		
	7 MTD	YTD
Beginning Balance	\$1,191.43	
Receipts		
Disbursements	\$0.00	
Ending Balance	<b>\$1,191.43</b>	<b>\$0.00</b>

**GRAND TOTAL ALL FUNDS**

<b>QCPUF FUND</b>		
	MTD	YTD
Beginning Balance	\$497,159.20	
Receipts	\$31,064.11	
Check Int		
Disbursements	\$12,338.75	
Ending Balance	<b>\$515,884.56</b>	<b>\$0.00</b>

25

<b>IMPRESS FUND</b>		
	MTD	YTD
Beginning Balance	\$2,020.11	
Receipts	\$1,410.59	
Expenditures	\$2,490.28	
Ending Balance	<b>\$940.42</b>	<b>\$0.00</b>

**FOOD SERVICE FUND**

	MTD	YTD						
Beginning Balance	\$33,062.91							
Audit Adjustment	\$0.00	\$0.00						
Adjusted Beginning Balance	\$33,062.91	\$0.00						
Receipts	\$7,066.01							
Disbursements	\$14,098.21							
	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Lst Mo Clai</td> <td style="text-align: right;">\$5,341.97</td> </tr> <tr> <td>Lst Mo Pay</td> <td style="text-align: right;">\$8,756.24</td> </tr> <tr> <td></td> <td style="text-align: right;">\$14,098.21</td> </tr> </table>	Lst Mo Clai	\$5,341.97	Lst Mo Pay	\$8,756.24		\$14,098.21	
Lst Mo Clai	\$5,341.97							
Lst Mo Pay	\$8,756.24							
	\$14,098.21							
Ending Balance	<b>\$26,030.71</b>	<b>\$0.00</b>						

**HIGH SCHOOL ACTIVITY FUNDS**

	MTD	YTD
Beginning Balance	\$81,038.27	
Receipts	\$3,955.09	
Disbursements	\$12,096.42	
Ending Balance	<b>\$72,896.94</b>	<b>\$0.00</b>

**ELEMENTARY ACTIVITY FUNDS**

	MTD	YTD
Beginning Balance	\$11,255.85	
Receipts	\$2,707.90	
Disbursements	\$1,094.54	
Ending Balance	<b>\$12,869.21</b>	<b>\$0.00</b>

Checking Account:	02	Check Type:	Check Date:	Invoice Date:	PO Number:	Vendor:	Check Total:
Check Number: 1680		Check	07/05/2019	07/05/2019	ARMBRUSTER	ARMELE KGTN AREA PROJECT	5,500.00
Invoice Number: 190704							<u>Detail Amount</u> 5,500.00
Check Number: 1681		Check	07/05/2019	07/05/2019	1118MT	FASTENAL KGTN AREA PROJECT	494.52
Invoice Number: NEGRN211439							<u>Detail Amount</u> 494.52
Check Number: 1682		Check	07/05/2019	07/05/2019	1187MT	ISS KGTN AREA PROJECT	297.50
Invoice Number: 20190430							<u>Detail Amount</u> 297.50
Check Number: 1683		Check	07/05/2019	07/05/2019	MENGI	MENARDS KGTN AREA PROJECT	259.12
Invoice Number: 79399							<u>Detail Amount</u> 259.12
Check Number: 1684		Check	07/05/2019	07/05/2019	MENHAS	MENHAS KGTN AREA PROJECT	3,914.83
Invoice Number: 79432							<u>Detail Amount</u> 418.03
80165							91.26
80699							3,405.54
Check Number: 1685		Check	07/05/2019	07/05/2019	1243MT	TOOFAS KGTN AREA PROJECT	425.45
Invoice Number: 248274							<u>Detail Amount</u> 425.45

\*Denotes Expensed Invoice Item

Checking Account ID: 02

Total without Voids: 10,891.42

Doniphan-Trumbull Public School  
07/05/2019 1:26 PM

Checking Account: 06 lunch acct  
Check Number: 10151 Check Type: Check  
Invoice Number: 10505136 Invoice Date: 07/05/2019  
PO Number: PHONE

Detail Check Register  
LUNCH JULY 2019

Check Date: 07/10/2019 Vendor: HAMILT  
Detail Description: PHONE SERVICE

HAMILTON TELEPHONE  
Chart of Account Number: 06 3100 340 000 0 000

Check Total: 37.00  
Detail Amount: 37.00

\*Denotes Expensed Invoice Item

Checking Account ID: 06

Total without Voids: 37.00

Checking Account: 01		General Fund		Vendor: ALPREH		Check Total: 284.51	
Invoice Number	Check Date	Check Type	PO Number	Detail Description	Chart of Account Number	Detail Amount	Check Total
33934	07/02/2019	Check	ALPHA	SLP HRS	01 2151 340 001 0 000	203.84	284.51
2551	07/02/2019	Check	ALPHA	SLP MLG	01 2151 580 001 0 000	8.45	
2551	07/02/2019	Check	ALPHA	OT HRS	01 2161 340 001 0 000	71.50	
2551	07/02/2019	Check	ALPHA	OT MLG	01 2161 580 001 0 000	0.72	
33935	07/10/2019	Check	BHEN	NATURAL GAS	01 2610 620 000 0 000	46.62	320.22
6/17/19	07/01/2019	Check	BHEN	NATURAL GAS	01 2610 620 000 0 000	273.60	
6/18/19	07/01/2019	Check	BHEN	NATURAL GAS	01 2610 620 000 0 000	273.60	
33936	07/10/2019	Check	DPBREHAV1920	13" Tred Sleeve 2017 w/outpuch--10cp	01 1100 610 000 0 000	2,098.20	2,133.20
in1100307	07/02/2019	Check	DPBREHAV1920	Tred Sleeve Puch Only 2017-10cp	01 1100 610 000 0 000	35.00	
in1100307	07/02/2019	Check	DPBREHAV1920	Tred Sleeve Puch Only 2017-10cp	01 1100 610 000 0 000	35.00	
33937	07/10/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000	92.00	578.04
891712	07/01/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000	192.00	
894241	07/01/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000	21.30	
894469	07/01/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000	272.74	
896294	07/01/2019	Check	CAPBUSINSTR	COPIERS FOR TEACHERS	01 1100 734 000 0 000	272.74	
33938	07/10/2019	Check	CAPBUSSUPT	SUPT OFFICE COPIER	01 2320 734 000 0 000	216.38	216.38
24932862	07/01/2019	Check	CAPBUSSUPT	SUPT OFFICE COPIER	01 2320 734 000 0 000	216.38	
33939	07/10/2019	Check	5014-S	WAGNER TRAINING TO TEACH CPR	01 2130 330 000 0 000	200.00	200.00
7/27/19	07/03/2019	Check	5014-S	WAGNER TRAINING TO TEACH CPR	01 2130 330 000 0 000	200.00	
33940	07/10/2019	Check	5002-S	OT SPED SCHOOL AGE / HRS	01 2161 340 000 0 000	1,124.75	2,632.80
5/31/2019	07/01/2019	Check	5002-S	OT SPED SCHOOL AGE / HRS	01 2161 340 000 0 000	20.25	
5/31/2019	07/01/2019	Check	5002-S	OT SPED SCHOOL AGE / HRS	01 2162 340 000 0 000	585.00	
5/31/2019	07/01/2019	Check	5002-S	PT SPED SCHOOL AGE / HRS	01 2171 340 000 0 000	388.50	
5/31/2019	07/01/2019	Check	5002-S	PT SPED SCHOOL AGE / MILEAGE	01 2171 580 000 0 000	41.40	
5/31/2019	07/01/2019	Check	5002-S	PT SPED SCHOOL AGE / MILEAGE	01 2172 340 000 0 000	195.00	
5/31/2019	07/01/2019	Check	5002-S	PT SPED BIRTH - AGE 2/ HRS	01 2173 340 000 0 000	263.50	
5/31/2019	07/01/2019	Check	5002-S	PT SPED BIRTH - AGE 2/ MILEAGE	01 2173 580 000 0 000	14.40	
33941	07/10/2019	Check	COMHAR	COMPUTER HARDWARE			65,509.00

Checking Account: 01		General Fund							
Invoice Number	Invoice Date	PO Number	Check Type	Check Date	Detail Description	Chart of Account Number	Detail Amount	Check Total:	Detail Amount
H25266-72	07/02/2019	5013-S	Check		LAPTOP PURCHASES/REAP \$\$	01 6992 734 000 0 000	65,509.00	75.00	65,509.00
Check Number: 33942				07/10/2019	DINTOM				
Invoice Number: GCCP286626	07/01/2019	DINSDALE	Check		LEWIS BUS INSP/APRIL	01 2710 430 000 0 000	75.00	75.00	75.00
Check Number: 33943				07/10/2019	IMPRES				871.49
Invoice Number: 06/2019	07/02/2019	IMPRESS	Check		MTSS TRNG MEAL	01 1100 580 000 0 000	43.29	43.29	43.29
Invoice Number: 06/2019	07/02/2019	IMPRESS	Check		SUPPLIES/MTSS	01 1100 610 000 0 000	775.00	775.00	775.00
Invoice Number: 06/2019	07/02/2019	IMPRESS	Check		RETIREMENT GIFT SH	01 1100 610 001 0 000	30.00	30.00	30.00
Invoice Number: 06/2019	07/02/2019	IMPRESS	Check		POSTAGE	01 2510 531 000 0 000	23.20	23.20	23.20
Check Number: 33944				07/10/2019	EDMEN				708.40
Invoice Number: INV117891-1	07/01/2019	903-HS	Check		STUDY ISLAND MATH	01 1100 643 001 0 000	354.20	354.20	354.20
Invoice Number: INV117891-1	07/01/2019	903-HS	Check		STUDY ISLAND ELA	01 1100 643 001 0 000	354.20	354.20	354.20
Check Number: 33945				07/10/2019	ESU9				269.00
Invoice Number: 29752	07/02/2019	ESU9	Check		WORKSHOPS HS SPED	01 1200 330 001 0 000	50.00	50.00	50.00
Invoice Number: 29775	07/02/2019	ESU9	Check		REG ED WORKSHOPS HS	01 2211 330 001 0 000	219.00	219.00	219.00
Check Number: 33946				07/10/2019	ENGRD				574.04
Invoice Number: AUG18-FEBR19	07/01/2019		Check		MILEAGE/TRVL EXP	01 2410 580 002 0 000	574.04	574.04	574.04
Check Number: 33947				07/10/2019	ESU10				180.00
Invoice Number: 17676-1	07/01/2019	ESU10	Check		ENGEL/TEACHING LEARNING WKSHOP	01 2410 610 002 0 000	75.00	75.00	75.00
Invoice Number: 17676-2	07/01/2019	ESU10	Check		NILES WK SHOP	01 1200 610 002 0 002	75.00	75.00	75.00
Invoice Number: W96237	07/01/2019	ESU10	Check		WKSHOP KRAMER/KEASLING	01 1200 640 000 0 000	20.00	20.00	20.00
Invoice Number: W96240	07/01/2019	ESU10	Check		J SAM WKSHOP	01 1200 640 000 0 000	10.00	10.00	10.00
Check Number: 33948				07/10/2019	FAMRES				600.00
Invoice Number: 2594	07/01/2019	4519-S	Check		EMPLOYEE ASSIST. PROGRAM FEES/QTRLY	01 1100 340 000 0 000	600.00	600.00	600.00
Check Number: 33949				07/10/2019	FLESER				676.80
Invoice Number: 06/2019	07/02/2019	FLEETSERVICES	Check		NON STUDENT VECHICLE FUEL	01 2650 626 000 0 000	676.80	676.80	676.80
Check Number: 33950				07/10/2019	FES				2,052.00
			Check		FOUNDATION FOR EDUCATIONAL SERVICES				2,052.00

Checking Account: 01		General Fund					
Invoice Number	Invoice Date	PO Number	Check Type	Check Date	Vendor	Chart of Account Number	Detail Amount
INV010412	07/02/2019	4578-S	Check		ANNUAL HOSTING ROYALTY	01 1100 490 000 0 000	2,052.00
Check Number: 33951			Check	07/10/2019	HAMILT	HAMILTON TELEPHONE	Check Total: 1,681.96
10503113	07/01/2019	HAMILTON	Check		EARLY ED	01 1190 530 002 0 000	36.65
10503113	07/01/2019	HAMILTON	Check		BLDG	01 2510 530 000 0 000	383.30
10503118	07/01/2019	HAMILTON	Check		INTERNET	01 2510 530 000 0 000	1,262.01
Check Number: 33952			Check	07/10/2019	HENSTA	STANFORD HENDRICKS	Check Total: 753.78
10508249	07/02/2019		Check		INTERNET FEES AS PER CONTRACT	01 2320 530 000 0 000	753.78
Check Number: 33953			Check	07/10/2019	HOLDEE	DEE HOLLISTER	Check Total: 122.00
7/2019	07/01/2019	DEEHOL	Check		MEDICARE DEDUCT/INS BENEFIT	01 2710 280 000 0 000	122.00
Check Number: 33954			Check	07/10/2019	HOLDEE	DEE HOLLISTER	Check Total: 11.20
6/11/19	07/01/2019	DEEHOL	Check		MLG	01 2510 580 000 0 000	11.20
Check Number: 33955			Check	07/10/2019	HOMLEA	HOMETOWN LEASING	Check Total: 268.19
7.20.19	07/01/2019	HOMLEA2	Check		MODULAR -S/N 55002166	01 1100 443 001 0 000	52.20
7.20.19	07/01/2019	HOMLEA2	Check		6TH GRADE HALLWAY-S/N55002116	01 1100 443 002 0 000	53.79
7.20.19	07/01/2019	HOMLEA2	Check		MODULAR HS SPED-S/N 55002166	01 1200 443 001 0 000	52.20
9.20.19	07/01/2019	HOMLEA1	Check		HS COPIER LEASE NEW 3/2018-S/N 7501724X	01 2410 443 001 0 000	110.00
Check Number: 33956			Check	07/10/2019	HYVEE	HyVee	Check Total: 105.98
5831803437	07/02/2019	518-HS	Check		SANDWICHES FOR GRADUATES	01 2190 610 001 0 000	105.98
Check Number: 33957			Check	07/10/2019	KSB	KSB SCHOOL LAW	Check Total: 750.00
6376	07/02/2019	KSBLAW	Check		POLICY UPDATE	01 2310 317 000 0 000	750.00
Check Number: 33958			Check	07/10/2019	THELAM	THE LAMPO GROUP, LLC	Check Total: 1,000.00
7665645	07/03/2019	1005-HS	Check		FOUNDATIONS DIGITAL CLASSROOM ANNUAL LIC	01 1100 640 001 0 000	1,000.00
Check Number: 33959			Check	07/10/2019	MASCAR	MASTERCARD	Check Total: 4,798.58
06/2017	07/01/2019	MASTERCARD	Check		MTSS	01 1100 330 000 0 000	490.55
06/2017	07/01/2019	MASTERCARD	Check		COMPUTER SUPPL	01 1100 610 000 0 000	180.94



Checking Account: 01		General Fund		Vendor:		Check Total:
Check Number:	Check Type:	Invoice Date	PO Number	Check Date:	Detail Description	Detail Amount
33969	Check	07/02/2019	SHERWINWMS	07/10/2019	SHERWI SUPPLIES	881.98
33970	Check	07/02/2019	SOPOWER	07/10/2019	SOUTH ELECTRICITY	4,368.00
33971	Check	07/02/2019	4932-S	07/10/2019	TAESE MTSS SUMMIT	875.00
33972	Check	07/02/2019	TMS	07/10/2019	TMS TIME CLOCK FEES	108.24
33973	Check	07/02/2019	WENTOB	07/10/2019	TOBWN MEDICARE DEDUCT/INS BENEFIT	154.40
33974	Check	07/02/2019	TRANEQTRLY	07/10/2019	TRANE QTRLY PAYMENTS	4,107.50
33975	Check	07/02/2019	VERIZLD	07/10/2019	VERIZO LONG DISTANCE	150.84
33976	Check	07/02/2019	VILLAGE	07/10/2019	VILOFD WATER/SEWER	644.00
33977	Check	07/02/2019	VISA	07/10/2019	VISA SUPT OFFICE SUPPL	63.16
33978	Check	07/02/2019	WINDSTR	07/10/2019	WINDST LONG DISTANCE SERVICE/INTERNET	356.06
33979	Check	07/02/2019	WOODWSHRED	07/10/2019	WOOD SPED SHREDDING ALL OTHER SHREDDING	47.50
8865-785						23.75
8865-785						23.75

Checking Account: 01      General Fund

\*Denotes Expensed Invoice Item

Checking Account ID: 01

Total without Voids: 107,891.54

Account Number	Account Description	Current Month	Year to Date	Budget	Budget Balance	% of Budget Spent
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$253,937.43	\$2,378,674.40	\$2,940,316.00	\$561,641.60	80.90
1150	ENGLISH LANGUAGE LEARNERS	\$897.28	\$8,972.80	\$7,933.00	(\$1,039.80)	113.11
1160	POVERTY PROGRAMS	\$290.43	\$4,444.61	\$28,640.00	\$24,195.39	15.52
1190	EARLY CHILDHOOD ED	\$6,292.35	\$63,267.38	\$66,440.00	\$3,172.62	95.22
1200	SPED SCHOOL AGE	\$68,941.27	\$742,126.88	\$897,773.00	\$155,646.12	82.66
1214	SCH-AGE SPED PSYCHOLOGIST SER	\$0.00	\$0.00	\$74,290.00	\$74,290.00	0.00
1300	SUMMER SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	0.00
2120	GUIDANCE SERVICES	\$14,804.45	\$148,270.48	\$171,290.00	\$23,019.52	86.56
2130	HEALTH SERVICES	\$2,162.42	\$30,591.15	\$30,600.00	\$8.85	99.97
2140	PSYCHOLOGICAL SERVICES	\$5,000.65	\$66,185.88	\$0.00	(\$66,185.88)	0.00
2151	SPEECH THERAPY-SCH AGE	\$287.42	\$2,314.74	\$0.00	(\$2,314.74)	0.00
2160	OCCUPATIONAL THERAPY-ALL CONDITIONS	\$0.00	\$3,587.70	\$0.00	(\$3,587.70)	0.00
2161	OT-SPED SCH AGE	\$1,790.90	\$11,410.28	\$0.00	(\$11,410.28)	0.00
2162	OT-SPED AGE 3-5	\$1,413.75	\$9,177.60	\$0.00	(\$9,177.60)	0.00
2163	OT-SPED BIRTH-AGE 2	\$0.00	\$178.75	\$0.00	(\$178.75)	0.00
2170	PT - ALL CONDITIONS	\$0.00	\$3,084.70	\$0.00	(\$3,084.70)	0.00
2171	PT-SPED SCHOOL AGE	\$827.30	\$4,391.30	\$0.00	(\$4,391.30)	0.00
2172	PT - AGE 3-5	\$861.25	\$4,443.45	\$0.00	(\$4,443.45)	0.00
2173	PT- BIRTH - AGE 2	\$415.10	\$1,408.95	\$0.00	(\$1,408.95)	0.00
2190	OTHER PUPIL SUPPORT SERV	\$20,921.41	\$237,791.66	\$320,800.00	\$83,008.34	74.12
2211	REGULAR ED IN-SERVICE	\$25.00	\$3,770.32	\$0.00	(\$3,770.32)	0.00
2212	INST STAFF TRNG AND CURR DEV	\$235.00	\$235.00	\$0.00	(\$235.00)	0.00
2213	INSTRUCTIONAL STAFF TRAINING	\$448.00	\$523.00	\$12,160.00	\$11,637.00	4.30
2220	LIBRARY/MEDIA	\$10,168.72	\$108,993.83	\$134,852.00	\$25,858.17	80.82
2230	INSTRUCTION RELATED TECH ETC.	\$2,507.90	\$30,672.19	\$0.00	(\$30,672.19)	0.00
2310	GENERAL/BOARD ADMINISTRATION	\$305.56	\$20,374.85	\$39,900.00	\$19,525.15	51.06
2320	OFFICE OF THE SUPERINTENDENT	\$22,148.62	\$185,926.54	\$230,292.00	\$44,365.46	80.74
2410	OFFICE OF THE PRINCIPAL	\$29,375.95	\$293,046.28	\$359,387.00	\$66,340.72	81.54
2510	FISCAL SERVICES	\$12,374.98	\$130,676.03	\$172,618.00	\$41,941.97	75.70
2580	ADMIN. TECHNOLOGY SERVICES	\$0.00	\$3.60	\$7,400.00	\$7,396.40	0.05
2610	BUILDINGS/SITES OPERATIONS	\$35,487.39	\$343,610.18	\$477,380.00	\$133,769.82	71.98
2620	BUILDINGS/SITES MAINTENANCE	\$5,706.89	\$154,229.00	\$325,470.00	\$171,241.00	47.39
2630	CARE&UPKEEP OF GROUNDS	\$419.50	\$11,358.26	\$0.00	(\$11,358.26)	0.00
2650	VEHICLE - NOT BUSES	\$1,038.70	\$18,434.40	\$41,769.00	\$23,334.60	44.13
2660	SAFETY & SECURITY	\$0.00	\$555.50	\$0.00	(\$555.50)	0.00
2710	REGULAR PUPIL TRANSPORTATION	\$11,035.30	\$173,793.08	\$0.00	(\$173,793.08)	0.00
2712	SCHOOL AGE SPEC ED TRANSPORT	\$528.23	\$10,225.25	\$25,708.00	\$15,482.75	39.77
2713	BELOW AGE 5 PUPIL TRANSP-sped	\$510.52	\$14,940.26	\$15,587.00	\$646.74	95.85
2750	BUS DRIVER SALARY	\$0.00	\$0.00	\$234,071.00	\$234,071.00	0.00
3535	HIGH ABILI. LEARNER	\$0.00	\$0.00	\$7,096.00	\$7,096.00	0.00
3540	NDE GRANT \$\$ AGE3-5	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4300	TITLE V	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4425	PRE SCHOOL FLEX FUNDING	\$0.00	\$0.00	\$0.00	\$0.00	0.00
5000	DEBT SERVICES	\$0.00	\$188,913.76	\$0.00	(\$188,913.76)	0.00
6200	TITLE I CURRENT YEAR	\$8,990.83	\$60,668.87	\$68,188.00	\$7,519.13	88.97
6404	IDEA PART B BASE AGE 0-4	\$5,697.21	\$57,258.15	\$108,609.00	\$51,350.85	52.72
6406	IDEA PRESCHOOL SPED	\$991.15	\$12,377.90	\$0.00	(\$12,377.90)	0.00
6410	IDEA ENROLLMENT/POVERTY FLOW THRU	\$5,860.54	\$49,700.35	\$58,387.00	\$8,686.65	85.12
6414	IDEA PART C BELOW AGE 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00
6969	TITLE IV 18/19	\$0.00	\$1,088.00	\$0.00	(\$1,088.00)	0.00

Account Number	Account Description	Current Month	Year to Date	Budget	Budget Balance	% of Budget Spent
6992	REAP GRANT	\$0.00	\$28,000.00	\$40,000.00	\$12,000.00	70.00
9000	TRANSFERS	\$0.00	\$24,190.90	\$25,000.00	\$809.10	96.76
9000	NON-PROGRAMMED CHARGES	\$0.00	\$7,921.74	\$0.00	(\$7,921.74)	0.00
01	GENERAL FUND	\$532,599.40	\$5,651,809.95	\$6,921,956.00	\$1,270,146.05	81.65
02	BUILDING AND SITES FUND					
1200	SPED SCHOOL AGE	\$0.00	\$3,000.00	\$0.00	(\$3,000.00)	0.00
2620	BUILDINGS/SITES MAINTENANCE	\$0.00	\$27,367.26	\$2,881,427.00	\$2,854,059.74	0.95
4700	BUILDING IMPROVEMENTS	\$3,000.00	\$68,786.14	\$0.00	(\$68,786.14)	0.00
02	BUILDING AND SITES FUND	\$3,000.00	\$99,153.40	\$2,881,427.00	\$2,782,273.60	3.44
03	DEPRECIATION FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$22,621.00	\$0.00	(\$22,621.00)	0.00
2190	OTHER PUPIL SUPPORT SERV	\$0.00	\$4,994.00	\$0.00	(\$4,994.00)	0.00
2620	BUILDINGS/SITES MAINTENANCE	\$0.00	\$0.00	\$135,602.00	\$135,602.00	0.00
03	DEPRECIATION FUND	\$0.00	\$27,615.00	\$135,602.00	\$107,987.00	20.36
04	EMPLOYEE BENEFIT FUND					
2320	OFFICE OF THE SUPERINTENDENT	\$0.00	\$0.00	\$30,264.00	\$30,264.00	0.00
04	EMPLOYEE BENEFIT FUND	\$0.00	\$0.00	\$30,264.00	\$30,264.00	0.00
07	STUDENT FEES FUND					
2190	OTHER PUPIL SUPPORT SERV	\$0.00	\$0.00	\$1,187.00	\$1,187.00	0.00
07	STUDENT FEES FUND	\$0.00	\$0.00	\$1,187.00	\$1,187.00	0.00
08	QUALIFIED CAPITAL PURPOSE FUND					
2190	OTHER PUPIL SUPPORT SERV	\$0.00	\$0.00	\$433,633.00	\$433,633.00	0.00
5000	DEBT SERVICES	\$12,338.75	\$12,338.75	\$0.00	(\$12,338.75)	0.00
08	QUALIFIED CAPITAL PURPOSE FUND	\$12,338.75	\$12,338.75	\$433,633.00	\$421,294.25	2.85
Grand Total:		\$547,938.15	\$5,790,917.10	\$10,404,069.00	\$4,613,151.90	55.66

Account Number	Account Description	CURRENT MONTH	YEAR TO DATE	BUDGET	BUDGET BALANCE	% OF BUDGET
01	GENERAL FUND					
01 1100	PROPERTY TAXES	\$0.00	\$0.00	\$5,567,012.00	\$5,567,012.00	0.00
01 1100 001	LOCAL PROPERTY TAXES ADAMS CO	\$47,482.73	\$521,596.45	\$0.00	(\$521,596.45)	0.00
01 1100 002	LOCAL PROPERTY TAXES HALL COUNTY	\$660,766.75	\$3,389,989.39	\$0.00	(\$3,389,989.39)	0.00
01 1100 003	LOCAL PROPERTY TAXES HAMILTON COUNTY	\$65,159.70	\$470,671.62	\$0.00	(\$470,671.62)	0.00
01 1100 004	LOCAL PROPERTY TAXES CLAY COUNTY	\$69,623.32	\$794,251.26	\$0.00	(\$794,251.26)	0.00
1100	Local property tax	\$843,032.50	\$5,176,508.72	\$5,567,012.00	\$390,503.28	92.99
01 1115	CARLINE TAX	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00
01 1115 001	CARLINE TAX ADAMS COUNTY	\$0.00	\$63.84	\$0.00	(\$63.84)	0.00
01 1115 003	CARLINE TAX HAMILTON COUNTY	\$0.00	\$99.63	\$0.00	(\$99.63)	0.00
1115	CARLINE TAX	\$0.00	\$163.47	\$1,000.00	\$836.53	16.35
01 1125	MOTOR VEHICLE TAXES	\$0.00	\$0.00	\$275,000.00	\$275,000.00	0.00
01 1125 001	MOTOR VEHICLE TAXES ADAMS COUNTY	\$2,293.12	\$32,550.31	\$0.00	(\$32,550.31)	0.00
01 1125 002	MOTOR VEHICLE TAXES HALL COUNTY	\$22,412.45	\$196,445.45	\$0.00	(\$196,445.45)	0.00
01 1125 003	MOTOR VEHICLE TAXES HAMILTON COUNTY	\$707.67	\$11,414.08	\$0.00	(\$11,414.08)	0.00
01 1125 004	MOTOR VEHICLE TAXES CLAY COUNTY	\$2,789.85	\$33,277.14	\$0.00	(\$33,277.14)	0.00
1125	MOTOR VEHICLE TAXES	\$28,203.09	\$273,686.98	\$275,000.00	\$1,313.02	99.52
01 1190	LICENSE & FEES	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00
1190	LICENSE & FEES	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00
01 1370	TUITION-OTHER DISTR(SPED PRE)	\$0.00	\$12,280.00	\$8,000.00	(\$4,280.00)	153.50
1370	TUITION-OTHER DISTR(SPED PRE)	\$0.00	\$12,280.00	\$8,000.00	(\$4,280.00)	153.50
01 1410	TRANS FROM INDIV - GEN ED	\$0.00	\$947.88	\$0.00	(\$947.88)	0.00
1410	TRANS FROM INDIV - GEN ED	\$0.00	\$947.88	\$0.00	(\$947.88)	0.00
01 1510	INTEREST ON INVESTME	\$1,407.26	\$10,976.02	\$2,000.00	(\$8,976.02)	548.80
1510	INTEREST ON INVESTMENTS	\$1,407.26	\$10,976.02	\$2,000.00	(\$8,976.02)	548.80
01 1740	FEES(LAPTOPS)	\$0.00	\$8,850.00	\$0.00	(\$8,850.00)	0.00
1740	FEES(LAPTOPS)	\$0.00	\$8,850.00	\$0.00	(\$8,850.00)	0.00
01 1911	LOCAL LICENSES	\$0.00	\$820.00	\$0.00	(\$820.00)	0.00
1911	LOCAL LICENSE FEES	\$0.00	\$820.00	\$0.00	(\$820.00)	0.00
01 1990	OTHER LOCAL RECEIPTS	\$0.00	\$0.00	\$500.00	\$500.00	0.00
1990	OTHER LOCAL RECEIPTS	\$0.00	\$0.00	\$500.00	\$500.00	0.00
01 2110	CO FINES & LICENSES	\$0.00	\$236.69	\$25,000.00	\$24,763.31	0.95
01 2110 001	COUNTY FINES AND LICENSE FEES ADAMS CO	\$0.00	\$2,577.48	\$0.00	(\$2,577.48)	0.00
01 2110 002	COUNTY FINES AND LICENSE FEES HALL CO	\$1,728.39	\$8,967.18	\$0.00	(\$8,967.18)	0.00
01 2110 003	COUNTY FINES AND LICENSE FEES HAMILTON C	\$978.34	\$978.34	\$0.00	(\$978.34)	0.00
2110	COUNTY FINES AND LICENSE FEES	\$2,706.73	\$12,759.69	\$25,000.00	\$12,240.31	51.04
01 3110	STATE AID	\$7,029.00	\$63,285.00	\$70,317.00	\$7,032.00	90.00
3110	STATE AID	\$7,029.00	\$63,285.00	\$70,317.00	\$7,032.00	90.00
01 3120	SPECIAL ED PROGRAMS	\$82,755.00	\$352,812.00	\$325,000.00	(\$27,812.00)	108.56
3120	SPECIAL ED SCHOOL AGE	\$82,755.00	\$352,812.00	\$325,000.00	(\$27,812.00)	108.56
01 3125	SPECIAL ED TRANSPORT	\$0.00	\$67,142.00	\$7,000.00	(\$60,142.00)	959.17
3125	SCHOOL AGE SPECIAL ED TRANSPOR	\$0.00	\$67,142.00	\$7,000.00	(\$60,142.00)	959.17
01 3130	HOMESTEAD EXEMPT	\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.00
01 3130 001	HOMESTEAD EXEMPTION ADAMS CO	\$361.08	\$1,083.24	\$0.00	(\$1,083.24)	0.00
01 3130 002	HOMESTEAD EXEMPTION HALL COUNTY	\$5,075.56	\$10,151.12	\$0.00	(\$10,151.12)	0.00
01 3130 003	HOMESTEAD EXEMPTION HAMILTON CO	\$803.25	\$1,606.50	\$0.00	(\$1,606.50)	0.00
01 3130 004	HOMESTEAD EXEMPTION CLAY COUNTY	\$700.31	\$1,648.85	\$0.00	(\$1,648.85)	0.00
3130	HOMESTEAD EXEMPTION	\$6,940.20	\$14,489.71	\$17,000.00	\$2,510.29	85.23

Account Number	Account Description	CURRENT MONTH	YEAR TO DATE	BUDGET	BUDGET BALANCE	% OF BUDGET
01 3131 001	TAX CREDIT ADAMS COUNTY	\$0.00	\$21,608.17	\$0.00	(\$21,608.17)	0.00
01 3131 002	TAX CREDIT HALL COUNTY	\$0.00	\$117,246.03	\$0.00	(\$117,246.03)	0.00
01 3131 003	TAX CREDIT HAMILTON COUNTY	\$0.00	\$24,630.08	\$0.00	(\$24,630.08)	0.00
01 3131 004	TAX CREDIT CLAY COUNTY	\$0.00	\$64,690.93	\$0.00	(\$64,690.93)	0.00
3131	TAX CREDIT	\$0.00	\$228,175.21	\$0.00	(\$228,175.21)	0.00
01 3180	PRO RATE M/V	\$0.00	\$0.00	\$10,500.00	\$10,500.00	0.00
01 3180 001	PRO-RATE MOTOR VEHICLE ADAMS COUNTY	\$219.35	\$1,349.91	\$0.00	(\$1,349.91)	0.00
01 3180 002	PRO-RATE MOTOR VEHICLE HALL COUNTY	\$3,777.08	\$7,502.71	\$0.00	(\$7,502.71)	0.00
01 3180 003	PRO-RATE MOTOR VEHICLE HAMILTON CO	\$0.00	\$709.37	\$0.00	(\$709.37)	0.00
01 3180 004	PRO-RATE MOTOR VEHICLE CLAY COUNTY	\$0.00	\$548.32	\$0.00	(\$548.32)	0.00
3180	PRO-RATE MOTOR VEHICLE	\$3,996.43	\$10,110.31	\$10,500.00	\$389.69	96.29
01 3200	STATE APPORTIONMENT	\$0.00	\$61,128.09	\$0.00	(\$61,128.09)	0.00
3200	STATE APPORTIONMENT	\$0.00	\$61,128.09	\$0.00	(\$61,128.09)	0.00
01 3300	IN LIEU OF SCHOOL LAND TAX	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.00
3300	IN LIEU OF SCHOOL LAND TAX	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.00
01 3400	STATE APPORTIONMENT	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.00
3400	STATE APPORTIONMENT	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.00
01 3512	DIST ED INCENTIVE	\$0.00	\$1,437.62	\$7,000.00	\$5,562.38	20.54
3512	DIST ED INCENTIVE	\$0.00	\$1,437.62	\$7,000.00	\$5,562.38	20.54
01 3535	PYMTS HIGH ABILITY LEARNERS	\$0.00	\$2,882.00	\$2,000.00	(\$882.00)	144.10
3535	PAYMTS HIGH ABILITY LEARNERS	\$0.00	\$2,882.00	\$2,000.00	(\$882.00)	144.10
01 3800	IN-LIEU-OF SCHOOL LAND TAX	\$0.00	(\$30.11)	\$0.00	\$30.11	0.00
3800	IN-LIEU-OF SCHOOL LAND TAX	\$0.00	(\$30.11)	\$0.00	\$30.11	0.00
01 3990	OTHER STATE RECEIPTS	\$0.00	\$11,779.93	\$0.00	(\$11,779.93)	0.00
3990	OTHER STATE RECEIPTS	\$0.00	\$11,779.93	\$0.00	(\$11,779.93)	0.00
01 4200	TITLE I	\$0.00	\$47,277.00	\$0.00	(\$47,277.00)	0.00
4200	TITLE I	\$0.00	\$47,277.00	\$0.00	(\$47,277.00)	0.00
01 4310	REAP \$'S	\$0.00	\$6,475.00	\$0.00	(\$6,475.00)	0.00
4310	REAP \$'S	\$0.00	\$6,475.00	\$0.00	(\$6,475.00)	0.00
01 4410	IDEA	\$0.00	\$44,913.00	\$0.00	(\$44,913.00)	0.00
4410	IDEA	\$0.00	\$44,913.00	\$0.00	(\$44,913.00)	0.00
01 4505	TITLE I, CURRENT FY	\$0.00	\$0.00	\$52,000.00	\$52,000.00	0.00
4505	TITLE I PART A ESSA	\$0.00	\$0.00	\$52,000.00	\$52,000.00	0.00
01 4511	TITLE V PART B REAP	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00
4511	TITLE V PART B REAP	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00
01 4512	IDEA BASE \$'S	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00
4512	IDEA BASE \$'S	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00
01 4515	IDEA BIRTH-AGE 4	\$0.00	\$0.00	\$52,000.00	\$52,000.00	0.00
4515	IDEA BIRTH-AGE 4	\$0.00	\$0.00	\$52,000.00	\$52,000.00	0.00
01 4516	IDEA PRESCHOOL (619) BASE ALLOC AGE 3-4	\$0.00	\$0.00	\$57,000.00	\$57,000.00	0.00
4516	IDEA PRESCHOOL (619) BASE ALLOC AGE 3-4	\$0.00	\$0.00	\$57,000.00	\$57,000.00	0.00
01 4708	TITLE VI-D MEDICAID	\$532.70	\$532.70	\$8,000.00	\$7,467.30	6.66
4708	MEDICAID IN PUBLIC SCH	\$532.70	\$532.70	\$8,000.00	\$7,467.30	6.66
01 4709	MEDICAID ADMIN (MAAPS)	\$895.06	\$895.06	\$10,000.00	\$9,104.94	8.95
4709	MEDICAID ADMIN (MAAPS)	\$895.06	\$895.06	\$10,000.00	\$9,104.94	8.95
01 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$63,050.03	\$0.00	(\$63,050.03)	0.00
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$63,050.03	\$0.00	(\$63,050.03)	0.00
01 5400	LOAN PROCEEDS LONGER 1YR	\$0.00	\$271.00	\$0.00	(\$271.00)	0.00
5400	LOAN PROCEEDS LONGER THEN 1YR	\$0.00	\$271.00	\$0.00	(\$271.00)	0.00

Account Number	Account Description	CURRENT MONTH	YEAR TO DATE	BUDGET	BUDGET BALANCE	% OF BUDGET
01 5690	OTHER NON-REVENUE RECEIPTS	\$5,090.93	\$73,570.66	\$0.00	(\$73,570.66)	0.00
5690	OTHER NON-REVENUE RECEIPTS	\$5,090.93	\$73,570.66	\$0.00	(\$73,570.66)	0.00
01 6404	IDEA BASE	\$0.00	\$61,157.00	\$0.00	(\$61,157.00)	0.00
6404	IDEA BASE	\$0.00	\$61,157.00	\$0.00	(\$61,157.00)	0.00
01	GENERAL FUND	\$982,588.90	\$6,608,345.97	\$6,635,829.00	\$27,483.03	99.59
02	BUILDING AND SITES FUND					
02 1100	LOCAL PROPERTY TAXES	\$0.00	(\$4,163.90)	\$2,781,467.00	\$2,785,630.90	(0.15)
02 1100 001	LOCAL PROPERTY TAXES ADAMS COUNTY	\$6,379.04	\$70,793.64	\$0.00	(\$70,793.64)	0.00
02 1100 002	LOCAL PROPERTY TAXES HALL COUNTY	\$88,684.33	\$460,175.91	\$0.00	(\$460,175.91)	0.00
02 1100 003	LOCAL PROPERTY TAXES HAMILTON CO	\$8,747.27	\$52,730.89	\$0.00	(\$52,730.89)	0.00
02 1100 004	LOCAL PROPERTY TAXES CLAY COUNTY	\$9,348.25	\$86,788.69	\$0.00	(\$86,788.69)	0.00
1100	Local property tax	\$113,158.89	\$666,315.23	\$2,781,467.00	\$2,115,151.77	23.96
02 1115	CARLINE TAX	\$0.00	\$0.00	\$160.00	\$160.00	0.00
02 1115 001	CARLINE TAX ADAMS COUNTY	\$0.00	\$8.95	\$0.00	(\$8.95)	0.00
02 1115 003	CARLINE TAX HAMILTON COUNTY	\$0.00	\$13.97	\$0.00	(\$13.97)	0.00
02 1115 004	CARLINE TAX CLAY COUNTY	\$0.00	\$3.21	\$0.00	(\$3.21)	0.00
1115	CARLINE TAX	\$0.00	\$26.13	\$160.00	\$133.37	16.33
02 1510	INTEREST	\$347.43	\$3,848.40	\$2,000.00	(\$1,848.40)	192.42
1510	INTEREST on INVESTMENTS	\$347.43	\$3,848.40	\$2,000.00	(\$1,848.40)	192.42
02 1910	RENTAL OF SCHOOL FACILITIES	\$0.00	\$375.00	\$500.00	\$125.00	75.00
1910	RENTAL OF SCHOOL FACILITIES	\$0.00	\$375.00	\$500.00	\$125.00	75.00
02 3130	HOMESTEAD EXEMPTION	\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00
02 3130 001	HOMESTEAD EXEMPTION	\$48.46	\$144.90	\$0.00	(\$144.90)	0.00
02 3130 002	HOMESTEAD EXEMPTION	\$681.25	\$1,355.64	\$0.00	(\$1,355.64)	0.00
02 3130 003	HOMESTEAD EXEMPTION	\$107.80	\$323.40	\$0.00	(\$323.40)	0.00
02 3130 004	HOMESTEAD EXEMPTION CLAY CO	\$93.99	\$281.97	\$0.00	(\$281.97)	0.00
3130	HOMESTEAD EXEMPTION	\$931.50	\$2,105.91	\$4,600.00	\$2,494.09	45.78
02 3131	TAX CREDIT	\$0.00	\$0.00	\$33,000.00	\$33,000.00	0.00
02 3131 001	TAX CREDIT 001	\$29.44	\$3,052.14	\$0.00	(\$3,052.14)	0.00
02 3131 002	TAX CREDIT 002	\$0.00	\$16,434.31	\$0.00	(\$16,434.31)	0.00
02 3131 003	TAX CREDIT 003	\$0.00	\$3,195.56	\$0.00	(\$3,195.56)	0.00
02 3131 004	TAX CREDIT 004	\$0.00	\$8,588.08	\$0.00	(\$8,588.08)	0.00
3131	TAX CREDIT	\$29.44	\$31,270.09	\$33,000.00	\$1,729.91	94.76
02 3180	PRO-RATE MOTOR VEHICLE	\$0.00	\$0.00	\$2,400.00	\$2,400.00	0.00
02 3180 001	PRO-RATE MOTOR VEHICLE ADAMS CO	\$0.00	\$159.90	\$0.00	(\$159.90)	0.00
02 3180 002	PRO-RATE MOTOR VEHICLE HALL COUNTY	\$506.94	\$1,029.13	\$0.00	(\$1,029.13)	0.00
02 3180 003	PRO-RATE MOTOR VEHICLE HAMILTON CO	\$0.00	\$74.43	\$0.00	(\$74.43)	0.00
02 3180 004	PRO-RATE MOTOR VEHICLE CLAY COUNTY	\$0.00	\$76.86	\$0.00	(\$76.86)	0.00
3180	PRO-RATE MOTOR VEHICLE	\$506.94	\$1,340.32	\$2,400.00	\$1,059.68	55.85
02 3300	IN LIEU OF SCHOOL LAND TAX	\$0.00	\$0.00	\$57,300.00	\$57,300.00	0.00
3300	IN LIEU OF SCHOOL LAND TAX	\$0.00	\$0.00	\$57,300.00	\$57,300.00	0.00
02 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$2,116,968.00	\$0.00	(\$2,116,968.00)	0.00
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$2,116,968.00	\$0.00	(\$2,116,968.00)	0.00
02	BUILDING AND SITES FUND	\$114,974.20	\$2,822,249.08	\$2,881,427.00	\$59,177.92	97.95
03	DEPRECIATION FUND					
03 1510	INTEREST	\$20.13	\$424.98	\$300.00	(\$124.98)	141.66
1510	INTEREST on INVESTMENTS	\$20.13	\$424.98	\$300.00	(\$124.98)	141.66
03 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$158,702.18	\$135,302.00	(\$23,400.18)	117.29
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$158,702.18	\$135,302.00	(\$23,400.18)	117.29

Account Number	Account Description	CURRENT MONTH	YEAR TO DATE	BUDGET	BUDGET BALANCE	% OF BUDGET
03	DEPRECIATION FUND	\$20.13	\$159,127.16	\$135,602.00	(\$23,525.16)	117.35
04	EMPLOYEE BENEFIT FUND					
04 1510	INTEREST	\$4.66	\$52.55	\$100.00	\$47.45	52.55
1510	INTEREST on INVESTMENTS	\$4.66	\$52.55	\$100.00	\$47.45	52.55
04 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$30,340.58	\$30,164.00	(\$176.58)	100.59
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$30,340.58	\$30,164.00	(\$176.58)	100.59
04	EMPLOYEE BENEFIT FUND	\$4.66	\$30,393.13	\$30,264.00	(\$129.13)	100.43
07	STUDENT FEES FUND					
07 1510	INTEREST	\$0.00	\$1.42	\$100.00	\$98.58	1.42
1510	INTEREST on INVESTMENTS	\$0.00	\$1.42	\$100.00	\$98.58	1.42
07 1741	EXTRA CURR ACTIVITIES FEES	\$0.00	\$0.00	\$1,087.00	\$1,087.00	0.00
1741	EXTRA CURR ACTIVITIES FEES	\$0.00	\$0.00	\$1,087.00	\$1,087.00	0.00
07	STUDENT FEES FUND	\$0.00	\$1.42	\$1,187.00	\$1,185.58	0.12
08	QUALIFIED CAPITAL PURPOSE FUND					
08 1100	LOCAL PROPERTY TAXES	\$0.00	\$0.00	\$432,683.00	\$432,683.00	0.00
08 1100 001	LOCAL PROPERTY TAXES-ADAMS	\$1,728.75	\$18,545.96	\$0.00	(\$18,545.96)	0.00
08 1100 002	LOCAL PROPERTY TAXES-HALL	\$24,033.63	\$116,665.75	\$0.00	(\$116,665.75)	0.00
08 1100 003	LOCAL PROPERTY TAXES-HAMILTON	\$2,370.53	\$27,734.71	\$0.00	(\$27,734.71)	0.00
08 1100 004	LOCAL PROPERTY TAXES-CLAY	\$2,533.41	\$49,177.26	\$0.00	(\$49,177.26)	0.00
1100	Local property tax	\$30,666.32	\$211,123.68	\$432,683.00	\$221,559.32	48.79
08 1115	CARLINE TAX	\$0.00	\$0.00	\$50.00	\$50.00	0.00
08 1115 001	CARLINE TAX	\$0.00	\$2.02	\$0.00	(\$2.02)	0.00
08 1115 003	CARLINE TAX	\$0.00	\$3.15	\$0.00	(\$3.15)	0.00
08 1115 004	CARLINE TAX	\$0.00	\$14.22	\$0.00	(\$14.22)	0.00
1115	CARLINE TAX	\$0.00	\$19.39	\$50.00	\$30.61	38.78
08 1510	INTEREST	\$56.71	\$768.36	\$300.00	(\$468.36)	256.12
1510	INTEREST on INVESTMENTS	\$56.71	\$768.36	\$300.00	(\$468.36)	256.12
08 3130 001	HOMESTEAD EXEMPTION	\$13.13	\$34.86	\$0.00	(\$34.86)	0.00
08 3130 002	HOMESTEAD EXEMPTION	\$184.61	\$369.22	\$0.00	(\$369.22)	0.00
08 3130 003	HOMESTEAD EXEMPTION	\$29.22	\$58.44	\$0.00	(\$58.44)	0.00
08 3130 004	HOMESTEAD EXEMPTION	\$25.47	\$50.94	\$0.00	(\$50.94)	0.00
3130	HOMESTEAD EXEMPTION	\$252.43	\$513.46	\$0.00	(\$513.46)	0.00
08 3131 001	TAX CREDIT	\$7.98	\$704.40	\$0.00	(\$704.40)	0.00
08 3131 002	TAX CREDIT	\$0.00	\$4,579.37	\$0.00	(\$4,579.37)	0.00
08 3131 003	TAX CREDIT	\$0.00	\$895.87	\$0.00	(\$895.87)	0.00
08 3131 004	TAX CREDIT	\$0.00	\$2,353.11	\$0.00	(\$2,353.11)	0.00
3131	TAX CREDIT	\$7.98	\$8,532.75	\$0.00	(\$8,532.75)	0.00
08 3180	PRO-RATE MOTOR VEHICLE	\$0.00	\$0.00	\$600.00	\$600.00	0.00
08 3180 001	PRO-RATE MOTOR VEHICLE	\$0.00	\$11.45	\$0.00	(\$11.45)	0.00
08 3180 002	PRO-RATE MOTOR VEHICLE	\$137.38	\$212.40	\$0.00	(\$212.40)	0.00
08 3180 003	PRO-RATE MOTOR VEHICLE	\$0.00	\$44.52	\$0.00	(\$44.52)	0.00
08 3180 004	PRO-RATE MOTOR VEHICLE	\$0.00	\$30.79	\$0.00	(\$30.79)	0.00
3180	PRO-RATE MOTOR VEHICLE	\$137.38	\$299.16	\$600.00	\$300.84	49.86
08 5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$315,345.30	\$0.00	(\$315,345.30)	0.00
5200	TRANSFERS FROM OTHER FUNDS	\$0.00	\$315,345.30	\$0.00	(\$315,345.30)	0.00
08	QUALIFIED CAPITAL PURPOSE FUND	\$31,120.82	\$536,602.10	\$433,633.00	(\$102,969.10)	123.75
Grand Total:		\$1,128,708.71	\$10,156,718.86	\$10,117,942.00	(\$38,776.86)	100.38