

July 8, 2019 Board of Education Regular
Meeting
Monday, July 8, 2019 7:40 PM
Library--Superior High School, Superior, NE
PO Box 288

1. Routine Business

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Excuse Absent Board Member(s)
5. Approval of Agenda
6. Appointment of Board Officer - Secretary

2. Regular Meeting Agenda

1. Public Participation
2. Consent Agenda
 1. Approval of Previous Minutes
 2. Approval of Treasurer's Report
 3. Approval of School Activity Fund Report
 4. Approval of Revenue Budget Report
 5. Approval of Expense Budget Report
3. Approval of Previous Months Claims
4. College Tuition
5. Policy 5018 Parent and Guardian Involvement in Education Practices
6. Policy 5045 Student Fees

7. Board Member Appointment
 8. Foundation Weight Room Donation
 9. Job Descriptions
 10. Local Substitute Certificates
 11. 21st Century Learning Director
 12. Bus Purchase
 13. Policy Revisions
 14. Staff Handbook
 15. Elementary Student Handbook
 16. Secondary Student Handbook
3. Correspondence
 4. Discussion Items
 1. Principals' Reports
 2. Superintendent's Report
 3. Report from Board Committees -
Committee on American Civics
 5. Items for Next Board Meeting
 6. Executive Session - Superintendent Evaluation
 7. Return to Regular Session
 8. Adjournment

NUCKOLLS COUNTY SCHOOL DISTRICT 65-0011
SUPERIOR PUBLIC SCHOOLS
SUPERIOR, NEBRASKA
June 17, 2019

Notice of the meeting was given in advance through the school webpage and the Superior Express.

Board members were notified in advance of the meeting.

Matt Bargaen: Absent, Brad Biltoft: Present, Jason Jensen: Absent, Peggy Meyer: Present, Jamy Sullivan: Present, Matt Sullivan: Present. Present: 4, Absent: 2.

1. Routine Business

1.1. Call Meeting to Order

Meeting was called to order at 7:35 p.m. by Matt Sullivan

1.2. Pledge of Allegiance

1.3. Roll Call

1.4. Excuse Absent Board Member(s)

Motion to excuse absent board members Jason Jensen and Matt Bargaen carried with a motion by Matt Sullivan and a second by Peggy Meyer.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye
Aye: 4, Nay: 0

1.5. Approval of Agenda

Motion to approve agenda as presented carried with a motion by Peggy Meyer and a second by Matt Sullivan.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye
Aye: 4, Nay: 0

2. Regular Meeting Agenda

2.1. Public Participation

2.2. Presentations - Staff/Students

2.3. Student Ambassador Report

2.4. Consent Agenda

Motion to approve consent agenda as presented carried with a motion by Jamy Sullivan and a second by Brad Biltoft.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye
Aye: 4, Nay: 0

2.4.1. Approval of Previous Minutes

2.4.2. Approval of Treasurer's Report

2.4.3. Approval of School Activity Fund Report

2.4.4. Approval of Revenue Budget Report

2.4.5. Approval of Expense Budget Report

2.5. Approval of Previous Months Claims

Motion to approve General Fund claims for May 2019 in the amount of \$593,390.42 carried with a motion by Peggy Meyer and a second by Brad Biltoft.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye

Aye: 4, Nay: 0

2.6. 2019-2020 Occupational Therapist Interlocal Agreement

Motion to approve the 2019-2020 Occupational Therapist Interlocal Agreement with Blue Hill and South Central Unified School District #5 carried with a motion by Peggy Meyer and a second by Matt Sullivan.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye

Aye: 4, Nay: 0

2.7. Revision of Policy 5002.1 Admission of Students Who Reside Out of the State of Nebraska

Motion to revise Policy 5002.1 Admission of Students Who Reside Out of the State of Nebraska carried with a motion by Jamy Sullivan and a second by Peggy Meyer.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye

Aye: 4, Nay: 0

2.8. Revision of Policy 1003 Mission Statement

Motion to revise Policy 1003 Mission Statement carried with a motion by Peggy Meyer and a second by Brad Biltoft.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye

Aye: 4, Nay: 0

2.9. Review Policy 5054 Student Bullying

Policy 5054 Student Bullying was reviewed by the board with no proposed changes.

2.10. Member Resignation

Motion to accept the resignation of Jamy Sullivan from the board effective June 18, 2019 The statutory reason for the resignation is the Incumbent ceasing to be a resident of the state, district, county, township, or precinct in which the duties of his or her office are to be exercised or for which he or she may have been elected carried with a motion by Peggy Meyer and a second by Matt Sullivan.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye

Aye: 4, Nay: 0

Matt Sullivan publicly thanked Jamy Sullivan for her service to the board of education.

3. Correspondence

Jamy Sullivan shared information from the NASB newsletter.

4. Discussion Items

4.1. College Courses and tuition payments

Mr. Kobza discussed the offering of college courses on site. He suggested that the board consider looking at tuition payments for courses that the school offers. He feels that a \$20,000 line item for college tuition in the budget would cover the cost of this addition. Discussion was held on various options. It was decided that the budget committee look at costs of different options and make recommendations.

4.2. School day time change

Motion to approve the 2019-2020 student schedule of Monday - Thursday 8:05 a.m. - 3:38 p.m. and Friday 8:05 a.m. - 2:30 p.m. carried with a motion by Peggy Meyer and a second by Brad Biltoft.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye

Aye: 4, Nay: 0

Mr. Cook explained a proposed school time schedule to accommodate a flex/focus period for C.A.T.S. time as well as what the structure of the flex/focus period would include at the secondary level. Mr. Hoins discussed options at the Elementary level for the additional time that will be built into the schedule. Mr. Kobza indicated that staff day would be 7:50 a.m. - 3:50 p.m.

4.3. Wildcat Logo

Discussion was held on school logo possibilities - block letter, paw, and Wildcat logo. Board suggested a community survey through social media. Meyer, Biltoft and M Sullivan will meet as an ad hoc committee to come up with choices.

4.4. Superintendent Evaluation

Board members will complete Superintendent Evaluation for review at next board meeting

4.5. Principals' Reports

4.6. Superintendent's Report

Mr. Kobza asked for a member to help with policy changes for next month. A Revision Grant of \$26,850 was received. Legislative update - property tax revision bills did not pass this session so funding mechanism will not change substantially change for next year. Our State Aid for 2019-20 has increased and assessed valuations are projected to increase approximately 5%. Americanism Committee has been changed significantly by law and will need to meet to begin fulfilling the requirements. Budget committee will be meeting soon to work on preliminary budget. He reviewed the process for fulfilling a board vacancy.

4.7. Report from Board Committees

5. Approval for Sale and Disposal of Property

Motion to allow the Superintendent to sell or dispose of the property on the list attached to the agenda carried with a motion by Jamy Sullivan and a second by Matt Sullivan.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye

Aye: 4, Nay: 0

6. At-Will Employee Evaluation

Motion to approve the classified evaluation tool as corrected carried with a motion by Peggy Meyer and a second by Jamy Sullivan.

Brad Biltoft: Aye, Peggy Meyer: Aye, Jamy Sullivan: Aye, Matt Sullivan: Aye

Aye: 4, Nay: 0

7. Items for Next Board Meeting

Approval of Elementary, Secondary and Staff Handbooks

Student Fee Hearing and review of Student Fee Fund

Parental Involvement Policy Hearing and Review

Title I Parental Involvement Policy Review

Executive Session for Superintendent Evaluation.

Americanism Committee report
Policy revisions

8. Adjournment

Meeting adjourned at 8:52 p.m. by M Sullivan.

Superior Public Schools

2019 June Cash Summary Report

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
01	General Fund	\$2,840,574.88	\$546,574.89	(\$590,013.02)	\$2,797,136.75
02	Depreciation Fund	\$275,001.34	\$289.26	(\$13,514.30)	\$261,776.30
03	Employee Benefit Fund	\$61,411.20	\$5.05	\$0.00	\$61,416.25
06	School Nutrition Fund	\$48,971.43	\$12,233.83	(\$39,581.77)	\$21,623.49
07	Bond Fund	\$1,035,012.02	\$44,826.15	(\$87,092.50)	\$992,745.67
08	Special Building Fund	\$303,676.51	\$40,541.88	\$0.00	\$344,218.39
09	QCPUF Fund	\$96,454.23	\$2,386.06	\$0.00	\$98,840.29
10	Cooperative Fund	\$867,032.75	\$565.32	\$0.00	\$867,598.07
Total		\$5,528,134.36	\$647,422.44	(\$730,201.59)	\$5,445,355.21

June 2019

Bills

Original List	\$	152,159.96
Voided Expenditure Checks	\$	-
Receipts Posted to Expenditure Accounts	\$	(3,377.40)
Total	\$	148,782.56

Additions

NONE	\$	-
	\$	-
Total Additions	\$	-

Total Bills \$ 148,782.56

Payroll & Benefits

Original Total	\$	441,230.46
Additions/Corrections	\$	-
Total	\$	441,230.46

Total Payroll & Benefits \$ 441,230.46

June Expenditure Adjusted Grand Total \$ 590,013.02

GENERAL FUND RECAP - June 2019

Beginning Balance 05-31-2019	\$	2,840,574.88
Receipts	\$	546,574.89
Expenditures	\$	590,013.02
Ending Balance 06-30-2019	\$	2,797,136.75

DEPRECIATION FUND	F&M Bank	NLAF
Beg Balance 05/31/2019	\$125,274.78	\$149,726.56
Receipts	\$26.83 interest	\$262.43 dividends
Disbursements	\$13,514.30 KCAV-Cleartouch boards	\$0.00
Ending Balance 06/30/2019	\$111,787.31	\$149,988.99
Total Depreciation Balance	\$261,776.30	

QUALIFIED CAPITAL PURPOSE FUND

	F&M Bank
Beg Balance 05/31/2019	\$96,454.23
Receipts	\$2,363.71 County Proceeds \$22.35 interest
Disbursements	\$0.00
Ending Balance 06/30/2019	\$98,840.29

BOND FUND

	Horizon Bank	NLAF
Beg Balance 05/31/2019	\$367,754.96	\$667,257.06
Receipts	\$43,338.78 County Proceeds \$317.83 interest	\$1,169.54 dividends
Disbursements	\$87,092.50 BOKF-interest	\$0.00
Ending Balance 06/30/2019	\$324,319.07	\$668,426.60
Total Bond Fund Balance	\$992,745.67	

SPECIAL BUILDING FUND

	F&M Bank
Beg Balance 05/31/2019	\$303,676.51
Receipts	\$40,469.33 County Proceeds \$72.55 interest
Disbursements	\$0.00
Ending Balance 06/30/2019	\$344,218.39

CERTIFICATES OF DEPOSIT/SAVINGS

	Cornerstone	Central National	NLAF CDs/savings
Beg Balance 05/31/2019	\$400,351.67	\$149,605.80	\$317,075.28
Interest	\$459.07	\$99.11	\$0.00 CD interest
Cashed CD			\$7.14 dividends
Ending Balance 06/30/2019	\$400,810.74	\$149,704.91	\$317,082.42
Total Cooperative Balance	\$867,598.07		

**Superior Public Schools
Securities Report
June 30, 2019**

Farmers & Merchants - Superior, NE

Securities Held		Matures
FDIC	\$250,000.00	
Pledged #3134G9CU9	\$240,000.00	10/28/2021
Pledged #3130A9ZG9	\$250,000.00	11/17/2026
Pledged #80378ACM3	\$100,000.00	9/1/2030
Pledged #006078DX4	\$250,000.00	12/15/2037
Pledged #81847TAF0	\$90,000.00	12/1/2020
Pledged #59541HCP7	\$100,000.00	10/15/2031
Total	\$1,280,000.00	

Accounts	Account Balances	6/30/2019
Depreciation Fund	\$111,787.31	
Qualified Capital Purpose	\$98,840.29	
Special Building Fund	\$344,218.39	
Total	\$554,845.99	
Difference	\$725,154.01	

Central National Bank - Superior, NE

Securities Held		Matures
FDIC	\$250,000.00	
Pledged #698669LQ9	\$100,000.00	9/1/2021
Total	\$350,000.00	

Accounts	Account Balances	6/30/2019
Activity Account	\$110,495.82	
Activity Fee Account	\$0.16	
LEA Account	\$10,433.52	
Certificate of Deposit	\$149,704.91	
Total	\$270,634.41	
Difference	\$79,365.59	

**Superior Public Schools
Securities Report**

Horizon Bank - Superior, NE

Securities Held		Matures
FDIC	\$500,000.00	
807-CD	\$249,000.00	1/10/2022
800-CD	\$149,000.00	4/4/2023
1326-CD	\$250,000.00	11/28/2022
1332-CD	\$240,000.00	7/25/2023
1327-CD	\$249,000.00	1/28/2022
1328-CD	\$250,000.00	12/28/2022
1335-CD	\$100,000.00	11/5/2023
806-CD	\$250,000.00	1/10/2022
1325-CD	\$250,000.00	11/5/2021
1261-CD	\$250,000.00	10/6/2020
813-CD	\$249,000.00	4/15/2024
117801-CD	\$249,000.00	5/14/2024
809-CD	\$250,000.00	1/29/2024
Total	\$3,485,000.00	

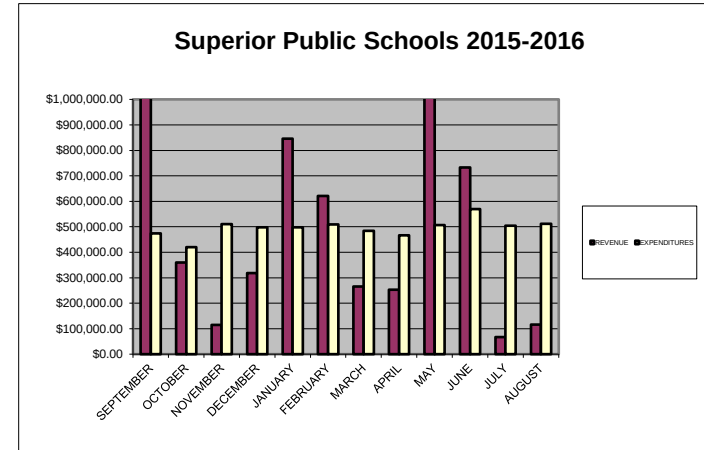
Accounts	Account Balances	6/30/2019
General Fund checking	\$38,180.39	
General Fund Holding	\$2,760,255.18	
School Lunch Fund	\$21,674.99	
Employee Benefit Fund	\$61,416.25	
Bond Fund	\$324,319.07	
Total	\$3,205,845.88	
Difference	\$279,154.12	

Cornerstone Bank - Guide Rock, NE

Securities Held		Matures
FDIC	\$250,000.00	
869464DV6	\$5,000.00	9/15/2019
627149AS6	\$5,000.00	10/15/2019
731307BL7	\$290,000.00	12/15/2026
Total	\$550,000.00	
Accounts	Account Balances	6/30/2019
Certificates of Deposit	\$400,810.74	
Total	\$400,810.74	
Difference	\$149,189.26	

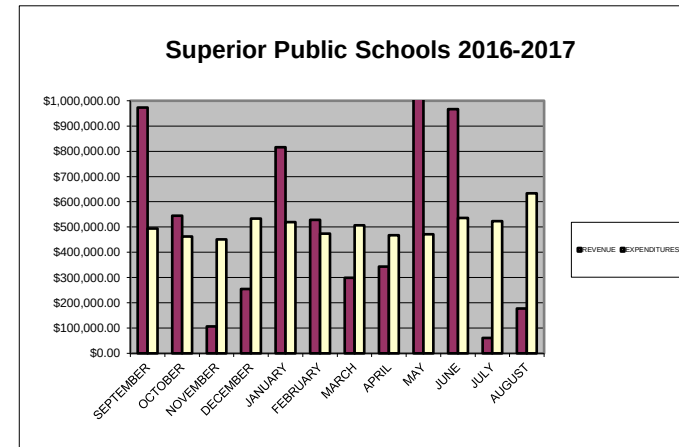
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2015-2016 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$1,707,530.85	\$1,105,525.13	\$474,692.31	\$2,338,363.67
OCTOBER	\$2,338,363.67	\$360,264.85	\$420,511.82	\$2,278,116.70
NOVEMBER	\$2,278,116.70	\$114,781.74	\$510,257.02	\$1,882,641.42
DECEMBER	\$1,882,641.42	\$318,896.65	\$498,199.21	\$1,703,338.86
JANUARY	\$1,703,338.86	\$846,426.66	\$498,334.16	\$2,051,431.36
FEBRUARY	\$2,051,431.36	\$620,920.57	\$509,748.05	\$2,162,603.88
MARCH	\$2,162,603.88	\$265,962.69	\$483,662.39	\$1,944,904.18
APRIL	\$1,944,904.18	\$252,462.29	\$466,860.59	\$1,730,505.88
MAY	\$1,730,505.88	\$1,465,980.90	\$506,911.82	\$2,689,574.96
JUNE	\$2,689,574.96	\$732,229.53	\$569,155.42	\$2,852,649.07
JULY	\$2,852,649.07	\$67,458.42	\$504,656.73	\$2,415,450.76
AUGUST	\$2,415,450.76	\$116,201.13	\$512,147.20	\$2,019,504.69



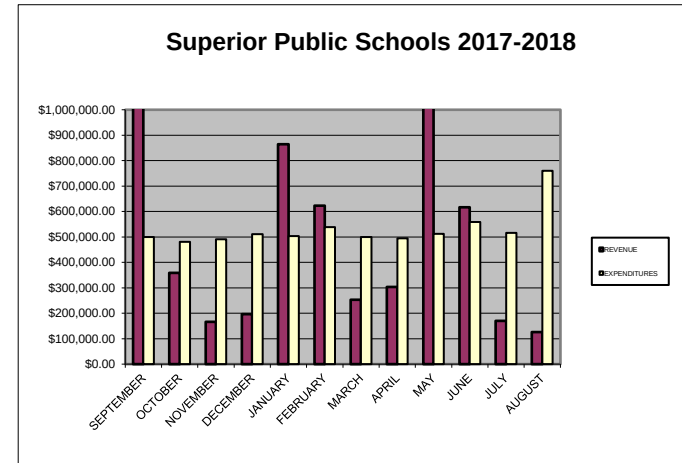
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2016-2017 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,019,504.69	\$973,034.06	\$493,897.31	\$2,498,641.44
OCTOBER	\$2,498,641.44	\$545,370.27	\$462,076.62	\$2,581,935.09
NOVEMBER	\$2,581,935.09	\$106,093.08	\$451,135.14	\$2,236,893.03
DECEMBER	\$2,236,893.03	\$254,768.19	\$533,122.23	\$1,958,538.99
JANUARY	\$1,958,538.99	\$815,695.02	\$519,813.32	\$2,254,420.69
FEBRUARY	\$2,254,420.69	\$527,881.75	\$473,755.37	\$2,308,547.07
MARCH	\$2,308,547.07	\$298,590.08	\$507,114.96	\$2,100,022.19
APRIL	\$2,100,022.19	\$343,055.87	\$467,709.83	\$1,975,368.23
MAY	\$1,975,368.23	\$1,165,257.84	\$471,630.76	\$2,668,995.31
JUNE	\$2,668,995.31	\$966,642.25	\$535,840.23	\$3,099,797.33
JULY	\$3,099,797.33	\$61,069.79	\$523,753.69	\$2,637,113.43
AUGUST	\$2,637,113.43	\$177,105.89	\$633,189.02	\$2,181,030.30



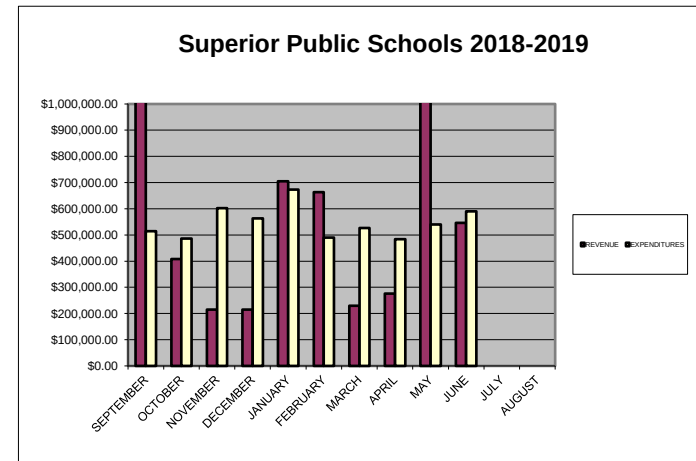
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2017-2018 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,181,030.30	\$1,119,270.98	\$500,244.63	\$2,800,056.65
OCTOBER	\$2,800,056.65	\$358,893.97	\$480,605.17	\$2,678,345.45
NOVEMBER	\$2,678,345.45	\$166,344.93	\$490,951.08	\$2,353,739.30
DECEMBER	\$2,353,739.30	\$197,119.16	\$510,728.63	\$2,040,129.83
JANUARY	\$2,040,129.83	\$864,513.40	\$503,624.37	\$2,401,018.86
FEBRUARY	\$2,401,018.86	\$623,163.35	\$538,072.19	\$2,486,110.02
MARCH	\$2,486,110.02	\$253,219.56	\$499,068.01	\$2,240,261.57
APRIL	\$2,240,261.57	\$303,981.81	\$494,240.72	\$2,050,002.66
MAY	\$2,050,002.66	\$1,596,500.95	\$512,663.51	\$3,133,840.10
JUNE	\$3,133,840.10	\$616,663.58	\$558,894.01	\$3,191,609.67
JULY	\$3,191,609.67	\$170,396.55	\$516,223.32	\$2,845,782.90
AUGUST	\$2,845,782.90	\$125,580.82	\$759,715.85	\$2,211,647.87



**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2018-2019 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,211,647.87	\$1,179,294.60	\$514,619.07	\$2,876,323.40
OCTOBER	\$2,876,323.40	\$408,247.35	\$486,399.08	\$2,798,171.67
NOVEMBER	\$2,798,171.67	\$214,450.66	\$601,826.77	\$2,410,795.56
DECEMBER	\$2,410,795.56	\$214,513.74	\$563,437.36	\$2,061,871.94
JANUARY	\$2,061,871.94	\$704,774.93	\$673,228.58	\$2,093,418.29
FEBRUARY	\$2,093,418.29	\$663,288.73	\$490,225.81	\$2,266,481.21
MARCH	\$2,266,481.21	\$230,221.70	\$526,622.90	\$1,970,080.01
APRIL	\$1,970,080.01	\$275,606.87	\$483,913.91	\$1,761,772.97
MAY	\$1,761,772.97	\$1,618,621.40	\$539,819.49	\$2,840,574.88
JUNE	\$2,840,574.88	\$546,574.89	\$590,013.02	\$2,797,136.75
JULY				
AUGUST				



ALL Data

Current Cash Balance Report

Arranged by:

Date: 06/01/2019 thru 06/30/2019

Reporting ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
100 Athletics	7,001.71	0.00	10,273.21	0.00	-3,271.50
110 Boys' Basketball	1,913.48	1,349.00	713.46	0.00	2,549.02
115 Cross Country	160.82	0.00	0.00	0.00	160.82
120 Girls' Basketball	1,070.78	445.90	450.00	0.00	1,066.68
125 Boys' Golf	296.06	0.00	259.00	0.00	37.06
130 Football	894.38	0.00	0.00	0.00	894.38
135 JH Football	8.50	0.00	0.00	0.00	8.50
140 JH Volleyball	677.12	0.00	0.00	0.00	677.12
145 JH Girls Basketball	0.01	0.00	0.00	0.00	0.01
150 Girls' Golf	0.00	0.00	0.00	0.00	0.00
170 Volleyball	3,139.82	1,120.00	2,455.18	0.00	1,804.64
180 Wrestling	561.37	0.00	0.00	0.00	561.37
190 Track	226.36	0.00	0.00	0.00	226.36
300 Archery	1,251.29	0.00	0.00	0.00	1,251.29
305 Art Club	366.67	0.00	0.00	0.00	366.67
320 Community Service Club	1,142.14	0.00	184.75	0.00	957.39
325 Drama	1,029.28	0.00	0.00	0.00	1,029.28
335 FBLA	1,381.75	0.00	231.41	0.00	1,150.34
345 FFA	1,403.24	166.00	170.41	0.00	1,398.83
350 Foreign Language	2,304.35	0.00	0.00	0.00	2,304.35
355 S Club	462.13	0.00	0.00	0.00	462.13
360 Speech	334.03	0.00	0.00	0.00	334.03
365 Student Council	6,015.47	350.00	422.12	0.00	5,943.35
370 Drill Team	392.50	100.00	100.00	0.00	392.50
500 Elementary K-6	12,623.32	0.00	143.56	0.00	12,479.76
505 Jr. High 7-8	793.63	0.00	33.98	0.00	759.65
510 Secondary	2,336.67	150.00	0.00	0.00	2,486.67
516 Class of 2016	0.00	0.00	0.00	0.00	0.00
517 Class of 2017	0.00	0.00	0.00	0.00	0.00
518 Class of 2018	0.00	0.00	0.00	0.00	0.00
519 Class of 2019	144.43	0.00	144.43	0.00	0.00
520 Class of 2020	5,115.77	90.00	11.18	0.00	5,194.59
521 Class of 2021	4,137.87	0.00	0.00	0.00	4,137.87
522 Class of 2022	2,204.95	0.00	0.00	0.00	2,204.95
610 Ag Ed	70.69	0.00	13.75	0.00	56.94
615 Ag Trip	2,316.86	0.00	0.00	0.00	2,316.86
620 Art Fund	2,784.00	0.00	0.00	0.00	2,784.00
630 Music	16,072.68	0.00	158.30	0.00	15,914.38
640 Flashlight	7,195.49	0.00	323.00	0.00	6,872.49
650 Greenhouse	138.49	98.00	0.00	0.00	236.49
660 Industrial Arts	5,740.63	0.00	0.00	0.00	5,740.63
670 Student Purchases	0.00	0.00	0.00	0.00	0.00
680 Vocal Music	0.00	0.00	0.00	0.00	0.00
690 Yearbook	1,423.54	0.00	0.00	0.00	1,423.54
800 Backpack Program	9,505.72	0.00	353.92	0.00	9,151.80
805 EPOCH	1,738.08	0.00	18.98	0.00	1,719.10
810 Flower Fund	551.79	0.00	0.00	0.00	551.79
830 Library Fund	445.66	0.00	101.37	0.00	344.29
850 Weight Room	413.50	0.00	0.00	0.00	413.50
860 Teachers' Workroom	976.40	0.00	90.10	0.00	886.30
870 Therapy Dog	516.45	0.00	0.00	0.00	516.45

ALL Data

Current Cash Balance Report

Date: 06/01/2019 thru 06/30/2019

Arranged by:
Reporting ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
880 Wildcat Food	5,272.05	0.00	0.00	0.00	5,272.05
890 Wellness Grant	909.64	0.00	0.00	0.00	909.64
990 Interest	2,240.36	198.95	0.00	0.00	2,439.31
Totals:	117,701.93	4,067.85	16,652.11	0.00	105,117.67
Report Totals:	117,701.93	4,067.85	16,652.11	0.00	105,117.67

Check Detail Report

Date: 06/01/2019 thru 06/30/2019

Check Number Check Status	Issue Date Status Date	Vendor ID	1099	Vendor Name Check Description Activity Number Activity Name	PO Number	Amount
032513 Cleared	06/04/2019 06/30/2019	AMAZON	No	SYNCB/AMAZON replacement book and magazine 830 Library Fund		20.21
032513 Cleared	06/04/2019 06/30/2019	AMAZON	No	SYNCB/AMAZON DVD 805 EPOCH		18.98
032513 Cleared	06/04/2019 06/30/2019	AMAZON	No	SYNCB/AMAZON label writer 830 Library Fund		81.16
032513 Cleared	06/04/2019 06/30/2019	AMAZON	No	SYNCB/AMAZON LED string lights 505 Jr. High 7-8		33.98
032514 Cleared	06/04/2019 06/30/2019	LOUSSPOR	No	Lou's Sporting Goods indoor shot put 100 Athletics		95.68
032515 Cleared	06/04/2019 06/30/2019	USBANK	No	U.S. Bank pizza & cookies for PBiS 500 Elementary K-6		74.92
032515 Cleared	06/04/2019 06/30/2019	USBANK	No	U.S. Bank water for student activities 500 Elementary K-6		7.50
032515 Cleared	06/04/2019 06/30/2019	USBANK	No	U.S. Bank Districts-practice round, lodging 125 Boys' Golf		259.00
032515 Cleared	06/04/2019 06/30/2019	USBANK	No	U.S. Bank Tatum Sullivan LAUNCH 365 Student Council		350.00
032515 Cleared	06/04/2019 06/30/2019	USBANK	No	U.S. Bank backpack food 800 Backpack Program		325.70
032515 Cleared	06/04/2019 06/30/2019	USBANK	No	U.S. Bank flowers for Jaysa Weidel 170 Volleyball		35.18
032515 Cleared	06/04/2019 06/30/2019	USBANK	No	U.S. Bank State Track hotel rooms 100 Athletics		2,255.40
032515 Cleared	06/04/2019 06/30/2019	USBANK	No	U.S. Bank State track meals 100 Athletics		236.72
032516 Cleared	06/04/2019 06/30/2019	GRAPEDGE	No	The Graphic Edge FB coaching jackets and polos 100 Athletics		637.00

Check Detail Report

Date: 06/01/2019 thru 06/30/2019

Check Number Check Status	Issue Date Status Date	Vendor ID	1099	Vendor Name Check Description Activity Number Activity Name	PO Number	Amount
032517 Cleared	06/10/2019 06/30/2019	PEPSCOLA	No	Linpepco-Hastings machine drinks 320 Community Service Club		184.75
032517 Cleared	06/10/2019 06/30/2019	PEPSCOLA	No	Linpepco-Hastings machine drinks 860 Teachers' Workroom		90.10
032518 Cleared	06/10/2019 06/30/2019	RAIDBASK	No	Raider Basketball Camp fee 110 Boys' Basketball		140.00
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market concession supplies 335 FBLA		231.41
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market PBiS snacks 500 Elementary K-6		8.07
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market PBiS prizes 500 Elementary K-6		9.78
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market Playday water 500 Elementary K-6		40.20
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market napkins 500 Elementary K-6		3.09
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market picnic supplies 365 Student Council		72.12
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market camp oncession supplies 110 Boys' Basketball		55.46
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market SNC JH track meet hospitality 100 Athletics		108.70
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market concession supplies 345 FFA		65.19
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market Safety speeches 345 FFA		23.31
032519 Cleared	06/12/2019 06/30/2019	IDEAMARK	No	Ideal Market Freshman orientation 345 FFA		81.91

Check Detail Report

Date: 06/01/2019 thru 06/30/2019

Check Number	Issue Date	Vendor ID	1099	Vendor Name	PO Number	
Check Status	Status Date			Check Description		
				Activity Number Activity Name		Amount
032520	06/12/2019	KENNLUMB	No	Kenny's Lumber & Farm Supply Inc		
Cleared	06/30/2019			sand blaster parts		
				610 Ag Ed		13.75
032521	06/12/2019	SUPEPUBL	No	Superior Publishing Co., Inc		
Cleared	06/30/2019			April & May Flashlight printing		
				640 Flashlight		280.00
032521	06/12/2019	SUPEPUBL	No	Superior Publishing Co., Inc		
Cleared	06/30/2019			t-shirts		
				110 Boys' Basketball		198.00
032522	06/18/2019	SUPEACE	No	Superior Ace Hardware		
Cleared	06/30/2019			picture pole		
				520 Class of 2020		11.18
032523	06/19/2019	BLACHALE	No	Haley Blackstone		
Cleared	06/30/2019			supper work		
				370 Drill Team		25.00
032524	06/19/2019	BRENNDARI	No	Darian Brenneman		
Cleared	06/30/2019			supper work		
				370 Drill Team		25.00
032525	06/19/2019	CORMSTEP	No	Stephanie Corman		
Cleared	06/30/2019			supper work		
				370 Drill Team		25.00
032526	06/19/2019	GRABBROO	No	Brooklynn Grabast		
Outstanding	07/01/2019			supper work		
				370 Drill Team		25.00
032527	06/19/2019	LEAACCOU	No	LEA Account		
Cleared	06/30/2019			Gwen Egbert VB Camp		
				170 Volleyball		1,440.00
032528	06/19/2019	NSAA	No	Nebraska School Activities		
Cleared	06/30/2019			Membership and activity fees		
				100 Athletics		990.00
032529	06/19/2019	S&SWORLD	No	S&S Worldwide, Inc		
Cleared	06/30/2019			JH Footballs		
				100 Athletics		63.00
032530	06/19/2019	SCHOHEAL	No	School Health Corporation		
Cleared	06/30/2019			tape, icebags, etc		
				100 Athletics		186.76
032531	06/19/2019	SUPEALUM	No	Superior Alumni Association		
Outstanding	07/01/2019			picture frame donation		
				519 Class of 2019		144.43
032532	06/19/2019	MINDGIRL	No	Minden Girls Basketball		
Cleared	06/30/2019			Team Camp		
				120 Girls' Basketball		200.00

Check Detail Report

Date: 06/01/2019 thru 06/30/2019

Check Number	Issue Date	Vendor ID	1099	Vendor Name	PO Number	
Check Status	Status Date			Check Description		
				Activity Number	Activity Name	Amount
032533	06/25/2019	AMAZON	No	SYNCB/AMAZON		
Outstanding	07/01/2019			jump rope, agility ladder		
				100 Athletics		16.20
032534	06/25/2019	BSNSPORT	No	BSN Sports		
Outstanding	07/01/2019			track protector, pit cover		
				100 Athletics		2,240.10
032535	06/25/2019	HOUCBIND	No	Houchen Bindery		
Cleared	06/30/2019			201-18, 2018-19 Flashlight binding		
				640 Flashlight		43.00
032536	06/25/2019	LOUSSPOR	No	Lou's Sporting Goods		
Cleared	06/30/2019			jump ropes		
				100 Athletics		59.75
032536	06/25/2019	LOUSSPOR	No	Lou's Sporting Goods		
Cleared	06/30/2019			Footbal trap chute		
				100 Athletics		2,485.00
032537	06/25/2019	NWOSU	No	NWOSU		
Outstanding	07/01/2019			VB camp		
				170 Volleyball		980.00
032538	06/25/2019	PYRASCHO	No	Pyramid School Products		
Outstanding	07/01/2019			Atheletics supplies		
				100 Athletics		239.29
032538	06/25/2019	PYRASCHO	No	Pyramid School Products		
Outstanding	07/01/2019			Basketballs		
				100 Athletics		510.00
032538	06/25/2019	PYRASCHO	No	Pyramid School Products		
Outstanding	07/01/2019			Game Volleyballs		
				100 Athletics		145.50
032539	06/25/2019	SANDCREE	No	Sandy Creek Schools		
Cleared	06/30/2019			Team camp		
				110 Boys' Basketball		160.00
032540	06/26/2019	CANNSPOR	No	Cannon Sports Inc		
Outstanding	07/01/2019			track relay batons		
				100 Athletics		4.11
032541	06/26/2019	SANDCREE	No	Sandy Creek Schools		
Outstanding	07/01/2019			JVBBB camp		
				110 Boys' Basketball		160.00
032542	06/26/2019	YANDAS	No	Yandas Music & Pro Audio		
Outstanding	07/01/2019			saxophone repairs		
				630 Music		42.00
032542	06/26/2019	YANDAS	No	Yandas Music & Pro Audio		
Outstanding	07/01/2019			flute repair		
				630 Music		38.00

ALL Data

Check Detail Report

Arranged by:
Check Number

Date: 06/01/2019 thru 06/30/2019

Check Number	Issue Date	Vendor ID	1099	Vendor Name	PO Number	
Check Status	Status Date			Check Description		
				Activity Number	Activity Name	Amount
032542	06/26/2019	YANDAS	No	Yandas Music & Pro Audio		
Outstanding	07/01/2019			lyres, flip folders		
				630	Music	78.30
032543	06/26/2019	CONCUNIV	No	Concordia Girls' Basketball Camp		
Cleared	06/30/2019			GBB camp		
				120	Girls' Basketball	250.00
032544	06/28/2019	IDEAMARK	No	Ideal Market		
Outstanding	07/01/2019			Backpack food vouchers		
				800	Backpack Program	28.22
Report Total:						16,652.11

Superior Public Schools

Account Summary Report

2019 June Revenue Budget Report

Account Code	Description	June 2019 Receipts	2018-19 Budget	Actual (YTD)	Available (YTD)	% of Budget Received
01-1-01100-000-000	Local Property Taxes	(\$381,115.57)	(\$4,960,377.00)	(\$4,590,419.76)	(\$369,957.24)	92.54
01-1-01115-000-000	Carline Tax	\$0.00	(\$4,300.00)	(\$4,818.50)	\$518.50	112.05
01-1-01120-000-000	Pub Power 5% Gross	\$0.00	(\$9,750.00)	(\$7,603.79)	(\$2,146.21)	77.98
01-1-01125-000-000	Motor Vehicle Taxes	(\$19,843.39)	(\$210,250.00)	(\$194,540.77)	(\$15,709.23)	92.52
01-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$331.09)	\$0.00	(\$21,262.20)	\$21,262.20	0.00
01-1-01311-000-000	Tuition - Indiv Reg Ed	\$0.00	(\$4,000.00)	(\$4,000.00)	\$0.00	100.00
01-1-01312-000-000	Tuition - Summer School	\$0.00	(\$4,000.00)	\$0.00	(\$4,000.00)	0.00
01-1-01331-000-000	Tuition Otr Dist Reg Ed	\$0.00	(\$32,000.00)	\$0.00	(\$32,000.00)	0.00
01-1-01410-000-000	Transport - Indiv Reg Ed	\$0.00	\$0.00	(\$23.83)	\$23.83	0.00
01-1-01423-000-000	Trans-Oth Dist SPED	(\$2,883.60)	(\$4,250.00)	(\$2,883.60)	(\$1,366.40)	67.84
01-1-01510-000-000	Interest	(\$2,595.56)	(\$1,000.00)	(\$21,551.75)	\$20,551.75	2,155.17
01-1-01911-000-000	Local License Fees	\$0.00	(\$2,000.00)	(\$300.00)	(\$1,700.00)	15.00
01-1-01921-000-000	City Police Court Fines	(\$50.00)	(\$1,000.00)	(\$198.00)	(\$802.00)	19.80
01-1-01955-000-000	Postsecondary Receipts	(\$3,660.00)	\$0.00	(\$3,972.00)	\$3,972.00	0.00
01-1-02110-000-000	Co Fines & License Fees	(\$62.81)	(\$18,000.00)	(\$20,421.91)	\$2,421.91	113.45
01-1-02210-000-000	ESU Receipts	\$0.00	(\$2,250.00)	(\$1,980.00)	(\$270.00)	88.00
01-1-03110-000-000	State Aid	(\$3,936.00)	(\$39,351.00)	(\$39,351.00)	\$0.00	100.00
01-1-03120-000-000	Sped - School Age	(\$93,355.00)	(\$355,250.00)	(\$459,149.00)	\$103,899.00	129.24
01-1-03125-000-000	Sped Transport - SA	\$0.00	(\$22,000.00)	(\$27,072.00)	\$5,072.00	123.05
01-1-03130-000-000	Homestead Exemption	(\$9,428.20)	\$0.00	(\$37,511.27)	\$37,511.27	0.00
01-1-03131-000-000	Property Tax Credit	\$0.00	\$0.00	(\$296,045.05)	\$296,045.05	0.00
01-1-03132-000-000	Personal Prop Tax Credit	\$0.00	\$0.00	(\$18,265.85)	\$18,265.85	0.00
01-1-03166-000-000	FLEX-School Age	\$0.00	(\$7,500.00)	\$0.00	(\$7,500.00)	0.00
01-1-03180-000-000	Pro-Rate Motor Vehicle	\$0.00	(\$9,500.00)	(\$7,530.51)	(\$1,969.49)	79.26
01-1-03400-000-000	State Apportionment	\$0.00	(\$37,000.00)	(\$54,620.16)	\$17,620.16	147.62
01-1-03512-000-000	Distance Ed Incentive	\$0.00	(\$2,150.00)	(\$718.81)	(\$1,431.19)	33.43
01-1-03535-000-000	High Ability Learners	\$0.00	(\$4,500.00)	(\$4,675.00)	\$175.00	103.88
01-1-03990-000-000	Other State Receipts	\$0.00	(\$5,500.00)	(\$1,000.00)	(\$4,500.00)	18.18
01-1-04310-000-000	REAP	(\$10,189.91)	\$0.00	(\$31,439.00)	\$31,439.00	0.00
01-1-04505-000-000	Title I	\$0.00	(\$62,000.00)	(\$7,121.28)	(\$54,878.72)	11.48
01-1-04509-000-000	Title II A	\$0.00	(\$17,112.00)	(\$16,171.00)	(\$941.00)	94.50
01-1-04510-000-000	Title IV	\$0.00	\$0.00	(\$10,000.00)	\$10,000.00	0.00
01-1-04512-000-000	IDEA B (611) Base	\$0.00	(\$175.00)	\$0.00	(\$175.00)	0.00
01-1-04516-000-000	IDEA Presc (619) Base, E/P	\$0.00	\$0.00	(\$1,258.00)	\$1,258.00	0.00
01-1-04525-000-000	Fed Voc (Carl Perkins)	\$0.00	\$0.00	(\$349.97)	\$349.97	0.00
01-1-04530-000-000	PBiS (SPDG) grant	\$0.00	(\$20,000.00)	(\$8,025.53)	(\$11,974.47)	40.12
01-1-04708-000-000	Medicaid	(\$2,810.29)	(\$30,000.00)	(\$5,614.45)	(\$24,385.55)	18.71
01-1-04709-000-000	NEBMAC Receipts	(\$4,013.47)	(\$12,000.00)	(\$9,495.10)	(\$2,504.90)	79.12

01-1-05200-000-000	Transfer	\$0.00	(\$300,000.00)	(\$133,905.78)	(\$166,094.22)	44.63
01-1-05300-000-000	Sale Of Property	(\$12,300.00)	\$0.00	(\$12,300.00)	\$12,300.00	0.00
Subtotal [FUND] 01 - General Fund		(\$546,574.89)	(\$6,177,215.00)	(\$6,055,594.87)	(\$121,620.13)	98.03
02-1-01510-000-000	Interest	(\$289.26)	(\$225.00)	(\$3,002.27)	\$2,777.27	1,334.34
02-1-05200-000-000	Gen Fund Transfer	\$0.00	(\$50,000.00)	(\$133,905.78)	\$83,905.78	267.81
Subtotal [FUND] 02 - Depreciation Fund		(\$289.26)	(\$50,225.00)	(\$136,908.05)	\$86,683.05	272.59
03-1-01510-000-000	Interest On Account	(\$5.05)	(\$25.00)	(\$52.24)	\$27.24	208.96
03-1-05200-000-000	General Fund Transfers	\$0.00	(\$40,000.00)	\$0.00	(\$40,000.00)	0.00
Subtotal [FUND] 03 - Employee Benefit Fund		(\$5.05)	(\$40,025.00)	(\$52.24)	(\$39,972.76)	0.13
06-1-01510-000-000	Interest On Account	(\$3.58)	(\$30.00)	(\$43.76)	\$13.76	145.86
06-1-01610-000-000	Student Meals	\$0.00	(\$120,000.00)	(\$62,178.79)	(\$57,821.21)	51.81
06-1-01620-000-000	Extra Items (A La Carte)	(\$175.60)	(\$40,000.00)	(\$31,983.00)	(\$8,017.00)	79.95
06-1-03150-000-000	State Lunch Reimb	\$0.00	(\$1,500.00)	(\$1,165.70)	(\$334.30)	77.71
06-1-04210-000-000	Federal Reimbursement	(\$12,054.65)	(\$131,500.00)	(\$124,348.15)	(\$7,151.85)	94.56
06-1-05200-000-000	General Fund Transfer	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	0.00
Subtotal [FUND] 06 - School Nutrition Fund		(\$12,233.83)	(\$313,030.00)	(\$219,719.40)	(\$93,310.60)	70.19
07-1-01100-000-000	Property Tax	(\$42,293.41)	(\$550,350.00)	(\$504,423.02)	(\$45,926.98)	91.65
07-1-01115-000-000	Carline Tax	\$0.00	(\$500.00)	(\$528.69)	\$28.69	105.73
07-1-01510-000-000	Interest	(\$1,487.37)	(\$800.00)	(\$13,385.30)	\$12,585.30	1,673.16
07-1-03130-000-000	Homestead Exemption	(\$1,045.37)	\$0.00	(\$4,159.14)	\$4,159.14	0.00
07-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$31,755.05)	\$31,755.05	0.00
07-1-03132-000-000	Personal Prop Tax Credit	\$0.00	\$0.00	(\$1,992.12)	\$1,992.12	0.00
07-1-03180-000-000	Pro Rate MV	\$0.00	(\$1,250.00)	(\$816.43)	(\$433.57)	65.31
Subtotal [FUND] 07 - Bond Fund		(\$44,826.15)	(\$552,900.00)	(\$557,059.75)	\$4,159.75	100.75
08-1-01100-000-000	Property Tax	(\$39,492.97)	(\$514,205.00)	(\$376,683.47)	(\$137,521.53)	73.25
08-1-01115-000-000	Carline Tax	\$0.00	(\$225.00)	(\$436.15)	\$211.15	193.84
08-1-01510-000-000	Interest	(\$72.55)	(\$5,000.00)	(\$333.21)	(\$4,666.79)	6.66
08-1-03130-000-000	Homestead Exempt	(\$976.36)	\$0.00	(\$3,884.57)	\$3,884.57	0.00
08-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$30,657.56)	\$30,657.56	0.00
08-1-03132-000-000	Personal Prop Tax Credit	\$0.00	\$0.00	(\$1,517.78)	\$1,517.78	0.00
08-1-03180-000-000	Pro Rate MV	\$0.00	(\$650.00)	(\$571.04)	(\$78.96)	87.85
Subtotal [FUND] 08 - Special Building Fund		(\$40,541.88)	(\$520,080.00)	(\$414,083.78)	(\$105,996.22)	79.62
09-1-01100-000-000	Property Tax	(\$2,306.70)	(\$30,040.00)	(\$25,773.53)	(\$4,266.47)	85.79
09-1-01115-000-000	Carline Tax	\$0.00	(\$50.00)	(\$27.74)	(\$22.26)	55.48
09-1-01510-000-000	Interest	(\$22.35)	(\$200.00)	(\$231.37)	\$31.37	115.68
09-1-03130-000-000	Homestead	(\$57.01)	\$0.00	(\$226.84)	\$226.84	0.00
09-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$1,790.41)	\$1,790.41	0.00

09-1-03132-000-000	Personal Prop Tax Credit	\$0.00	\$0.00	(\$102.15)	\$102.15	0.00
09-1-03180-000-000	Pro Rate MV	\$0.00	(\$100.00)	(\$40.91)	(\$59.09)	40.91
Subtotal [FUND] 09 - QCPUF Fund		(\$2,386.06)	(\$30,390.00)	(\$28,192.95)	(\$2,197.05)	92.77
10-1-01510-000-000	Interest on Account	(\$565.32)	\$0.00	(\$5,831.31)	\$5,831.31	0.00
Subtotal [FUND] 10 - Cooperative Fund		(\$565.32)	\$0.00	(\$5,831.31)	\$5,831.31	0.00
Grand Total		(\$647,422.44)	(\$7,683,865.00)	(\$7,417,442.35)	(\$266,422.65)	96.53

Superior Public Schools

Account Summary Report

2019 June Expense Budget Report

Account Code	Description	June 2019 Expenditures	2018-19 Budget	Actual (YTD)	Available (YTD)	% of Budget Spent
01-2-01100-110-001	Salary Para	\$773.09	\$10,000.00	\$8,383.82	\$1,616.18	83.83
01-2-01100-110-005	Salary Para	\$773.10	\$10,000.00	\$8,383.83	\$1,616.17	83.83
01-2-01100-111-001	Sec Teacher Salaries	\$79,137.95	\$1,098,423.00	\$772,751.74	\$325,671.26	70.35
01-2-01100-111-005	Elem Teacher Salaries	\$50,151.50	\$750,000.00	\$442,814.14	\$307,185.86	59.04
01-2-01100-120-001	Non Cert Coach/Sponsor	\$506.05	\$55,000.00	\$54,936.50	\$63.50	99.88
01-2-01100-123-001	Sub Salaries	\$1,512.50	\$30,000.00	\$21,742.33	\$8,257.67	72.47
01-2-01100-123-005	Sub Salaries	\$1,155.00	\$20,000.00	\$26,595.53	(\$6,595.53)	132.97
01-2-01100-151-001	Cert Coach/Sponsor/Stipend	\$12,747.33	\$120,000.00	\$93,309.84	\$26,690.16	77.75
01-2-01100-151-005	Cert Coach/Sponsor/Stipend	\$2,598.77	\$0.00	\$2,598.77	(\$2,598.77)	0.00
01-2-01100-159-001	Stipend	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
01-2-01100-159-005	Stipend	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
01-2-01100-210-001	Health Ins Para	\$213.69	\$2,200.00	\$2,136.94	\$63.06	97.13
01-2-01100-210-005	Health Ins Para	\$213.71	\$2,200.00	\$2,137.06	\$62.94	97.13
01-2-01100-211-001	Health Ins Teacher	\$16,781.10	\$230,000.00	\$194,420.09	\$35,579.91	84.53
01-2-01100-211-005	Health Ins Teacher	\$14,262.43	\$160,000.00	\$137,242.65	\$22,757.35	85.77
01-2-01100-220-001	Social Security Para/NC Coach	\$70.01	\$5,000.00	\$4,550.40	\$449.60	91.00
01-2-01100-220-005	Social Security Para/NC Coach	\$31.30	\$2,000.00	\$363.38	\$1,636.62	18.16
01-2-01100-221-001	Social Security Teacher	\$6,879.42	\$72,000.00	\$64,759.31	\$7,240.69	89.94
01-2-01100-221-005	Social Security Teacher	\$3,921.61	\$45,000.00	\$32,954.73	\$12,045.27	73.23
01-2-01100-223-001	Social Security Sub Teacher	\$115.63	\$2,500.00	\$1,662.63	\$837.37	66.50
01-2-01100-223-005	Social Security Sub Teacher	\$87.39	\$2,000.00	\$2,022.27	(\$22.27)	101.11
01-2-01100-230-001	Retirement Para/NC Coach	\$126.35	\$1,500.00	\$1,725.72	(\$225.72)	115.04
01-2-01100-230-005	Retirement Para/NC Coach	\$76.37	\$1,000.00	\$823.21	\$176.79	82.32
01-2-01100-231-001	Retirement Teacher	\$8,681.80	\$95,000.00	\$83,851.78	\$11,148.22	88.26
01-2-01100-231-005	Retirement Teacher	\$4,683.59	\$60,000.00	\$42,959.74	\$17,040.26	71.59
01-2-01100-233-001	Retirement Sub Teacher	\$12.23	\$100.00	\$28.54	\$71.46	28.54
01-2-01100-233-005	Retirement Sub Teacher	\$32.60	\$100.00	\$565.05	(\$465.05)	565.05
01-2-01100-238-001	Voluntary Termination Agreement	\$0.00	\$19,000.00	\$0.00	\$19,000.00	0.00
01-2-01100-238-005	Voluntary Termination Agreement	\$0.00	\$19,000.00	\$0.00	\$19,000.00	0.00
01-2-01100-239-001	Termination Costs	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
01-2-01100-239-005	Termination Costs	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
01-2-01100-281-001	Health Benefits (HSA)	\$325.57	\$4,000.00	\$3,255.70	\$744.30	81.39
01-2-01100-281-005	Health Benefits (HSA)	\$372.96	\$4,500.00	\$3,729.60	\$770.40	82.88
01-2-01100-350-001	Professional Service	\$130.00	\$3,000.00	\$1,262.50	\$1,737.50	42.08
01-2-01100-350-005	Professional Service	\$130.00	\$1,000.00	\$1,262.50	(\$262.50)	126.25
01-2-01100-352-001	Other Technical Services	\$38.00	\$0.00	\$1,393.00	(\$1,393.00)	0.00
01-2-01100-432-001	Tech Related Repairs & Maintenance	\$339.46	\$13,900.00	\$5,045.41	\$8,854.59	36.29
01-2-01100-432-005	Tech Related Repairs & Maintenance	\$0.00	\$13,900.00	\$1,321.89	\$12,578.11	9.51

01-2-01100-550-001	Printing and Binding (Copies)	\$0.00	\$5,000.00	\$6,728.34	(\$1,728.34)	134.56
01-2-01100-550-005	Printing and Binding (Copies)	\$0.00	\$5,000.00	\$7,090.09	(\$2,090.09)	141.80
01-2-01100-580-001	Travel & Mileage	\$0.00	\$750.00	\$186.00	\$564.00	24.80
01-2-01100-580-005	Travel & Mileage	\$0.00	\$750.00	\$0.00	\$750.00	0.00
01-2-01100-610-001	Supplies	\$216.61	\$30,000.00	\$15,945.64	\$14,054.36	53.15
01-2-01100-610-005	Supplies	\$8,057.68	\$30,000.00	\$12,503.95	\$17,496.05	41.67
01-2-01100-640-001	Textbooks	\$0.00	\$60,000.00	\$599.04	\$59,400.96	0.99
01-2-01100-640-005	Textbooks	\$0.00	\$60,000.00	\$2,359.00	\$57,641.00	3.93
01-2-01100-643-001	Web based software	\$0.00	\$30,000.00	\$14,978.88	\$15,021.12	49.92
01-2-01100-643-005	Web based software	\$24.65	\$15,000.00	\$2,822.55	\$12,177.45	18.81
01-2-01100-650-001	Comp Hardware	\$3,901.72	\$25,000.00	\$7,409.03	\$17,590.97	29.63
01-2-01100-650-005	Comp Hardware	\$6,845.00	\$25,000.00	\$8,326.16	\$16,673.84	33.30
01-2-01100-810-001	Dues & Fees	\$0.00	\$4,000.00	\$2,726.08	\$1,273.92	68.15
01-2-01100-810-005	Dues & Fees	\$516.00	\$4,000.00	\$788.00	\$3,212.00	19.70
01-2-01100-890-001	Other Expense	\$160.96	\$1,000.00	\$576.76	\$423.24	57.67
01-2-01100-890-005	Other Expense	\$53.23	\$1,000.00	\$172.82	\$827.18	17.28
Subtotal 01100 - Regular Instruction		\$226,656.36	\$3,154,823.00	\$2,104,202.94	\$1,050,620.06	66.70
01-2-01125-111-001	Teacher Salary	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
01-2-01125-112-001	Para Salary	\$0.00	\$1,600.00	\$0.00	\$1,600.00	0.00
01-2-01125-211-001	Health Ins	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00
01-2-01125-221-001	Soc Sec	\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.00
01-2-01125-222-001	Social Secuirty Para	\$0.00	\$600.00	\$0.00	\$600.00	0.00
01-2-01125-231-001	Retirement	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
01-2-01125-232-001	Retirement Para	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
01-2-01125-281-001	Health Benefits (HSA)	\$0.00	\$350.00	\$0.00	\$350.00	0.00
01-2-01125-643-001	Software	\$0.00	\$5,500.00	\$0.00	\$5,500.00	0.00
01-2-01125-650-001	Comp Hardware	\$0.00	\$2,000.00	\$1,875.00	\$125.00	93.75
Subtotal 01125 - Regular Instructional Programs School Age (Flex-Spending)		\$0.00	\$29,550.00	\$1,875.00	\$27,675.00	6.35
01-2-01150-111-005	LEP Teacher Salary	\$363.54	\$4,400.00	\$3,635.40	\$764.60	82.62
01-2-01150-221-005	Social Security	\$27.22	\$350.00	\$272.20	\$77.80	77.77
01-2-01150-231-005	Retirement	\$35.91	\$450.00	\$359.10	\$90.90	79.80
01-2-01150-610-005	Supplies	\$0.00	\$500.00	\$108.74	\$391.26	21.74
01-2-01150-810-005	Dues and Fees	\$50.00	\$0.00	\$50.00	(\$50.00)	0.00
Subtotal 01150 - Limited English Proficiency Programs		\$476.67	\$5,700.00	\$4,425.44	\$1,274.56	77.64
01-2-01160-111-005	Salary-Poverty	\$15,556.14	\$190,000.00	\$155,908.61	\$34,091.39	82.05
01-2-01160-211-005	Health Ins	\$4,140.16	\$50,000.00	\$41,401.60	\$8,598.40	82.80
01-2-01160-221-005	Social Security	\$1,182.61	\$15,000.00	\$11,846.85	\$3,153.15	78.97
01-2-01160-231-005	Retirement	\$1,528.33	\$18,500.00	\$15,284.53	\$3,215.47	82.61
Subtotal 01160 - Poverty Programs		\$22,407.24	\$273,500.00	\$224,441.59	\$49,058.41	82.06

01-2-01200-111-001	Teacher Salary	\$6,794.14	\$100,000.00	\$68,006.72	\$31,993.28	68.00
01-2-01200-111-005	Teacher Salary	\$11,952.85	\$175,000.00	\$138,417.89	\$36,582.11	79.09
01-2-01200-112-001	Aides Salary	\$6,314.58	\$50,000.00	\$54,687.61	(\$4,687.61)	109.37
01-2-01200-112-005	Aides Salary	\$6,692.00	\$65,000.00	\$74,491.79	(\$9,491.79)	114.60
01-2-01200-122-001	Paraprofessional Sub	\$0.00	\$2,000.00	\$515.88	\$1,484.12	25.79
01-2-01200-122-005	Paraprofessional Sub	\$1,510.65	\$2,000.00	\$8,777.97	(\$6,777.97)	438.89
01-2-01200-123-001	Salary Substitute	\$0.00	\$10,000.00	\$1,925.00	\$8,075.00	19.25
01-2-01200-123-005	Salary Substitute	\$3,788.40	\$10,000.00	\$16,930.81	(\$6,930.81)	169.30
01-2-01200-151-001	Stipend	\$123.75	\$0.00	\$123.75	(\$123.75)	0.00
01-2-01200-211-001	Health Ins	\$3,059.86	\$37,000.00	\$30,598.60	\$6,401.40	82.69
01-2-01200-211-005	Health Ins	\$4,717.04	\$57,000.00	\$47,170.40	\$9,829.60	82.75
01-2-01200-212-001	Health Ins Paraprofessional	\$427.40	\$6,000.00	\$4,274.00	\$1,726.00	71.23
01-2-01200-212-005	Health Ins Paraprofessional	\$427.40	\$16,000.00	\$10,257.60	\$5,742.40	64.11
01-2-01200-221-001	Social Security	\$468.43	\$6,000.00	\$4,604.33	\$1,395.67	76.73
01-2-01200-221-005	Social Security	\$877.92	\$13,000.00	\$10,224.30	\$2,775.70	78.64
01-2-01200-222-001	Social Security Paraprofessional	\$460.80	\$4,000.00	\$4,003.82	(\$3.82)	100.09
01-2-01200-222-005	Social Security Paraprofessional	\$550.77	\$5,000.00	\$5,544.36	(\$544.36)	110.88
01-2-01200-223-001	Social Security Sub Teacher	\$0.00	\$500.00	\$143.94	\$356.06	28.78
01-2-01200-223-005	Social Security Sub Teacher	\$289.82	\$2,500.00	\$1,292.77	\$1,207.23	51.71
01-2-01200-231-001	Retirement	\$669.28	\$8,500.00	\$6,660.91	\$1,839.09	78.36
01-2-01200-231-005	Retirement	\$1,168.79	\$17,000.00	\$13,555.48	\$3,444.52	79.73
01-2-01200-232-001	Retirement Paraprofessional	\$500.50	\$5,000.00	\$5,251.80	(\$251.80)	105.03
01-2-01200-232-005	Retirement Paraprofessional	\$568.09	\$6,500.00	\$7,212.74	(\$712.74)	110.96
01-2-01200-233-001	Retirement Sub Teacher	\$0.00	\$250.00	\$148.03	\$101.97	59.21
01-2-01200-233-005	Retirement Sub Teacher	\$0.00	\$250.00	\$399.24	(\$149.24)	159.69
01-2-01200-281-001	Health Benefits (HSA)	\$254.50	\$3,500.00	\$2,545.00	\$955.00	72.71
01-2-01200-281-005	Health Benefits (HSA)	\$254.50	\$3,500.00	\$2,545.00	\$955.00	72.71
01-2-01200-320-001	MNIS	\$0.00	\$1,000.00	\$126.45	\$873.55	12.64
01-2-01200-330-001	Staff Training & Development	\$0.00	\$2,500.00	\$160.00	\$2,340.00	6.40
01-2-01200-330-005	Staff Training & Development	\$0.00	\$2,500.00	\$389.00	\$2,111.00	15.56
01-2-01200-550-001	Printing and Binding (Copies)	\$0.00	\$500.00	\$189.69	\$310.31	37.93
01-2-01200-550-005	Printing and Binding (Copies)	\$0.00	\$500.00	\$27.50	\$472.50	5.50
01-2-01200-562-001	Tuition to Other District	\$41,000.00	\$120,000.00	\$102,000.00	\$18,000.00	85.00
01-2-01200-562-005	Tuition to Other District	\$0.00	\$80,000.00	\$20,000.00	\$60,000.00	25.00
01-2-01200-580-001	Travel & Mileage	\$0.00	\$750.00	\$193.95	\$556.05	25.86
01-2-01200-580-005	Travel & Mileage	\$0.00	\$750.00	\$0.00	\$750.00	0.00
01-2-01200-591-001	ESU 9-18 Plus	\$2,046.40	\$80,000.00	\$27,137.08	\$52,862.92	33.92
01-2-01200-610-001	Supplies	\$0.00	\$3,000.00	\$211.01	\$2,788.99	7.03
01-2-01200-610-005	Supplies	\$5.97	\$3,000.00	\$2,828.80	\$171.20	94.29
01-2-01200-640-001	Textbooks	\$319.06	\$1,250.00	\$351.70	\$898.30	28.13
01-2-01200-640-005	Textbooks	\$0.00	\$1,250.00	\$2,474.97	(\$1,224.97)	197.99
01-2-01200-643-001	Web based software	\$0.00	\$650.00	\$625.00	\$25.00	96.15
01-2-01200-643-005	Web based software	\$0.00	\$650.00	\$1,900.91	(\$1,250.91)	292.44
01-2-01200-650-001	Comp Hardware	\$0.00	\$0.00	\$282.15	(\$282.15)	0.00

01-2-01200-650-005	Comp Hardware	\$35.01	\$0.00	\$570.75	(\$570.75)	0.00
01-2-01200-810-001	Dues & Fees	\$0.00	\$1,000.00	\$300.00	\$700.00	30.00
01-2-01200-810-005	Dues & Fees	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
01-2-01200-890-001	Other Expense	\$0.00	\$200.00	\$0.00	\$200.00	0.00
01-2-01200-890-005	Other Expense	\$0.00	\$200.00	\$169.85	\$30.15	84.92
Subtotal 01200 - Special Education Instructional Programs - School Age		\$95,277.91	\$906,200.00	\$680,248.55	\$225,951.45	75.07
01-2-01291-111-005	Teacher Salary	\$7,679.43	\$32,000.00	\$7,679.43	\$24,320.57	23.99
01-2-01291-112-005	Aides Salary	\$2,652.80	\$25,000.00	\$26,914.97	(\$1,914.97)	107.65
01-2-01291-122-005	Paraprofessional Sub	\$174.96	\$2,000.00	\$2,609.55	(\$609.55)	130.47
01-2-01291-123-005	Sub Salaries	\$165.00	\$2,000.00	\$2,702.13	(\$702.13)	135.10
01-2-01291-132-005	Paraprofessional Overtime	\$0.00	\$500.00	\$72.49	\$427.51	14.49
01-2-01291-211-005	Health Ins	\$2,817.20	\$16,000.00	\$2,817.20	\$13,182.80	17.60
01-2-01291-221-005	Social Security	\$579.39	\$2,500.00	\$579.39	\$1,920.61	23.17
01-2-01291-222-005	Social Security Para	\$208.45	\$2,000.00	\$2,174.18	(\$174.18)	108.70
01-2-01291-223-005	Social Security Sub Teacher	\$11.65	\$400.00	\$197.47	\$202.53	49.36
01-2-01291-231-005	Retirement	\$752.09	\$3,000.00	\$752.09	\$2,247.91	25.06
01-2-01291-232-005	Retirement Para	\$241.93	\$2,500.00	\$2,632.14	(\$132.14)	105.28
01-2-01291-233-005	Retirement Sub Teacher	\$16.30	\$500.00	\$179.26	\$320.74	35.85
01-2-01291-330-005	Staff Training & Development	\$3,869.92	\$1,000.00	\$3,869.92	(\$2,869.92)	386.99
01-2-01291-443-005	Lease - Copier	\$72.00	\$1,000.00	\$720.00	\$280.00	72.00
01-2-01291-550-005	Printing and Binding (Copies)	\$0.00	\$500.00	\$919.97	(\$419.97)	183.99
01-2-01291-580-005	Travel	\$0.00	\$0.00	\$35.10	(\$35.10)	0.00
01-2-01291-591-005	ESU 9 Services	\$0.00	\$0.00	\$461.91	(\$461.91)	0.00
01-2-01291-610-005	Supplies	\$261.39	\$5,000.00	\$4,368.41	\$631.59	87.36
01-2-01291-640-005	Textbooks	\$0.00	\$250.00	\$88.43	\$161.57	35.37
01-2-01291-643-005	Web based software	\$0.00	\$250.00	\$0.00	\$250.00	0.00
01-2-01291-650-005	Comp Hardware	\$0.00	\$750.00	\$0.00	\$750.00	0.00
01-2-01291-810-005	Dues & Fees	\$0.00	\$300.00	\$300.00	\$0.00	100.00
01-2-01291-890-005	Other Expense	\$15.00	\$250.00	\$124.91	\$125.09	49.96
Subtotal 01291 - Special Education Instructional Programs - Ages 3-5		\$19,517.51	\$97,700.00	\$60,198.95	\$37,501.05	61.62
01-2-01292-111-005	Teacher Salary Home Base	\$1,355.19	\$15,000.00	\$1,479.15	\$13,520.85	9.86
01-2-01292-211-005	Health Ins	\$497.16	\$3,000.00	\$497.16	\$2,502.84	16.57
01-2-01292-221-005	Social Security	\$102.25	\$1,000.00	\$111.32	\$888.68	11.13
01-2-01292-231-005	Retirement	\$132.73	\$1,500.00	\$144.97	\$1,355.03	9.66
01-2-01292-443-005	Lease - Copiers	\$8.00	\$100.00	\$80.00	\$20.00	80.00
01-2-01292-580-005	Travel & Mileage	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-01292-591-005	ESU 9 SPED Consultant	\$1,993.75	\$0.00	\$5,435.23	(\$5,435.23)	0.00
01-2-01292-610-005	Supplies	\$31.97	\$500.00	\$61.97	\$438.03	12.39
01-2-01292-810-005	Dues & Fees	\$0.00	\$0.00	\$60.00	(\$60.00)	0.00

Subtotal 01292 - Special Education Instructional Programs - Ages 0-2		\$4,121.05	\$21,600.00	\$7,869.80	\$13,730.20	36.43
01-2-01300-111-001	Salary Sum Sch	\$0.00	\$4,500.00	\$0.00	\$4,500.00	0.00
01-2-01300-111-005	Salary Sum Sch	\$0.00	\$15,000.00	\$0.00	\$15,000.00	0.00
01-2-01300-112-001	Sum Sch Para	\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.00
01-2-01300-112-005	Sum Sch Para	\$0.00	\$3,500.00	\$0.00	\$3,500.00	0.00
01-2-01300-123-005	Summer School Sub	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-01300-221-001	Social Security	\$0.00	\$750.00	\$0.00	\$750.00	0.00
01-2-01300-221-005	Social Security	\$0.00	\$1,750.00	\$0.00	\$1,750.00	0.00
01-2-01300-222-001	Social Security Para	\$0.00	\$300.00	\$0.00	\$300.00	0.00
01-2-01300-222-005	Social Security Para	\$0.00	\$600.00	\$0.00	\$600.00	0.00
01-2-01300-223-005	Social Security Sub Teacher	\$0.00	\$100.00	\$0.00	\$100.00	0.00
01-2-01300-231-001	Retirement	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-01300-231-005	Retirement	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
01-2-01300-232-001	Retirement Para	\$0.00	\$150.00	\$0.00	\$150.00	0.00
01-2-01300-232-005	Retirement Para	\$0.00	\$550.00	\$0.00	\$550.00	0.00
01-2-01300-320-001	Drivers Ed	\$0.00	\$6,500.00	\$0.00	\$6,500.00	0.00
01-2-01300-520-001	Vehicle Insurance	\$0.00	\$400.00	\$0.00	\$400.00	0.00
01-2-01300-610-005	Sum Sch Supplies	\$1,062.56	\$3,500.00	\$1,062.56	\$2,437.44	30.35
01-2-01300-626-001	Gas & Oil	\$0.00	\$600.00	\$0.00	\$600.00	0.00
01-2-01300-890-001	Other Expense	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
Subtotal 01300 - Summer School		\$1,062.56	\$43,700.00	\$1,062.56	\$42,637.44	2.43
01-2-01400-112-001	Salary - TEA Adult Ed	\$0.00	\$2,500.00	\$2,268.50	\$231.50	90.74
01-2-01400-222-001	Social Security	\$0.00	\$250.00	\$171.01	\$78.99	68.40
01-2-01400-232-001	Retirement	\$0.00	\$300.00	\$224.08	\$75.92	74.69
Subtotal 01400 - Adult Education		\$0.00	\$3,050.00	\$2,663.59	\$386.41	87.33
01-2-02110-643-001	JMC	\$0.00	\$5,000.00	\$2,784.02	\$2,215.98	55.68
01-2-02110-643-005	JMC	\$0.00	\$5,000.00	\$2,994.36	\$2,005.64	59.88
Subtotal 02110 - Attendance and Social Work Services		\$0.00	\$10,000.00	\$5,778.38	\$4,221.62	57.78
01-2-02120-111-001	Salary Guidance	\$5,739.15	\$80,000.00	\$57,384.57	\$22,615.43	71.73
01-2-02120-111-005	Salary Guidance	\$0.00	\$30,000.00	\$0.00	\$30,000.00	0.00
01-2-02120-211-001	Health Ins	\$1,051.96	\$17,000.00	\$13,325.36	\$3,674.64	78.38
01-2-02120-221-001	Social Security	\$429.56	\$7,000.00	\$4,283.18	\$2,716.82	61.18
01-2-02120-231-001	Retirement	\$562.14	\$8,000.00	\$5,621.40	\$2,378.60	70.26
01-2-02120-281-001	Health Benefits (HSA)	\$189.53	\$3,000.00	\$2,415.06	\$584.94	80.50
01-2-02120-550-001	Guidance Services-Printing and Binding-Sec	\$0.00	\$0.00	\$68.12	(\$68.12)	0.00
01-2-02120-580-001	Travel & Mileage	\$0.00	\$250.00	\$0.00	\$250.00	0.00
01-2-02120-610-001	Supplies	\$0.00	\$750.00	\$0.00	\$750.00	0.00
01-2-02120-643-001	Web based software	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
01-2-02120-643-005	Web based software	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00

01-2-02120-810-001	Dues & Fees	\$0.00	\$500.00	\$35.00	\$465.00	7.00
Subtotal 02120 - Guidance Services		\$7,972.34	\$150,500.00	\$83,132.69	\$67,367.31	55.24
01-2-02130-116-000	Salary Nurse	\$456.06	\$7,000.00	\$10,668.98	(\$3,668.98)	152.41
01-2-02130-226-000	Social Security	\$34.89	\$750.00	\$816.20	(\$66.20)	108.82
01-2-02130-340-000	Other Professional Services	\$0.00	\$500.00	\$654.50	(\$154.50)	130.90
01-2-02130-432-000	Tech Repairs and Maintenance	\$0.00	\$0.00	\$489.00	(\$489.00)	0.00
01-2-02130-580-000	Travel & Mileage	\$0.00	\$300.00	\$0.00	\$300.00	0.00
01-2-02130-610-001	Supplies	\$0.00	\$1,500.00	\$533.28	\$966.72	35.55
01-2-02130-610-005	Supplies	\$0.00	\$1,500.00	\$685.29	\$814.71	45.68
01-2-02130-643-001	Web based software	\$0.00	\$250.00	\$0.00	\$250.00	0.00
01-2-02130-643-005	Web based software	\$0.00	\$250.00	\$0.00	\$250.00	0.00
01-2-02130-810-000	Dues & Fees	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-02130-890-000	Other Expense	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
Subtotal 02130 - Health Services		\$490.95	\$13,550.00	\$13,847.25	(\$297.25)	102.19
01-2-02141-591-001	School Psych SA	\$3,829.86	\$35,000.00	\$33,104.16	\$1,895.84	94.58
01-2-02141-591-005	School Psych SA	\$7,112.60	\$35,000.00	\$61,536.11	(\$26,536.11)	175.81
Subtotal 02141 - Psychological Services - SPED - School Age		\$10,942.46	\$70,000.00	\$94,640.27	(\$24,640.27)	135.20
01-2-02142-591-005	School Psych PK 3-5	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
Subtotal 02142 - Psychological Services - SPED - Ages 3-5		\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
01-2-02143-591-005	School Psych PK 0-2	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
Subtotal 02143 - Psychological Services - SPED - Ages 0-2		\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
01-2-02151-111-001	SLP Salary-Sec	\$2,090.75	\$26,000.00	\$20,904.98	\$5,095.02	80.40
01-2-02151-111-005	SLP Salary-Elem	\$6,390.46	\$80,000.00	\$63,897.94	\$16,102.06	79.87
01-2-02151-112-005	Aides Salary	\$1,359.44	\$12,000.00	\$13,740.19	(\$1,740.19)	114.50
01-2-02151-211-001	Health Insurance	\$670.41	\$8,500.00	\$6,704.10	\$1,795.90	78.87
01-2-02151-211-005	Health Insurance	\$1,337.05	\$16,500.00	\$13,370.50	\$3,129.50	81.03
01-2-02151-221-001	Social Security	\$155.30	\$2,000.00	\$1,552.84	\$447.16	77.64
01-2-02151-221-005	Social Security	\$468.39	\$6,000.00	\$4,684.72	\$1,315.28	78.07
01-2-02151-222-005	Social Security Para	\$104.00	\$1,000.00	\$1,051.12	(\$51.12)	105.11
01-2-02151-231-001	Retirement	\$204.77	\$2,500.00	\$2,047.70	\$452.30	81.90
01-2-02151-231-005	Retirement	\$626.68	\$8,000.00	\$6,266.79	\$1,733.21	78.33
01-2-02151-232-005	Retirement Para	\$126.20	\$1,500.00	\$1,343.23	\$156.77	89.54
01-2-02151-580-001	Travel	\$0.00	\$500.00	\$91.22	\$408.78	18.24
01-2-02151-580-005	Travel	\$0.00	\$500.00	\$91.23	\$408.77	18.24
01-2-02151-591-005	Deaf Educator-Elem	\$128.55	\$0.00	\$2,223.80	(\$2,223.80)	0.00
01-2-02151-610-001	Supplies	\$40.95	\$1,000.00	\$40.95	\$959.05	4.09
01-2-02151-610-005	Supplies	\$0.00	\$1,000.00	\$425.96	\$574.04	42.59
01-2-02151-640-001	Books & Periodicals	\$0.00	\$500.00	\$0.00	\$500.00	0.00

01-2-02151-640-005	Books & Periodicals	\$0.00	\$500.00	\$385.24	\$114.76	77.04
01-2-02151-643-001	Web/Cloud Based Software	\$0.00	\$250.00	\$0.00	\$250.00	0.00
01-2-02151-643-005	Web/Cloud Based Software	\$4.99	\$250.00	\$39.92	\$210.08	15.96
01-2-02151-810-001	Dues & Fees	\$0.00	\$500.00	\$803.00	(\$303.00)	160.60
01-2-02151-810-005	Dues & Fees	\$0.00	\$500.00	\$775.00	(\$275.00)	155.00
Subtotal 02151 - Speech Pathology and Audiology Services - SPED - School Age		\$13,707.94	\$169,500.00	\$140,440.43	\$29,059.57	82.86
01-2-02152-111-005	SLP Salary-PK 3-5	\$1,148.59	\$14,000.00	\$11,484.73	\$2,515.27	82.03
01-2-02152-211-005	Health Insurance	\$219.42	\$3,000.00	\$2,194.20	\$805.80	73.14
01-2-02152-221-005	Social Security	\$83.87	\$1,500.00	\$838.79	\$661.21	55.91
01-2-02152-231-005	Retirement	\$112.61	\$1,500.00	\$1,126.11	\$373.89	75.07
Subtotal 02152 - Speech Pathology and Audiology Services - SPED - Ages 3-5		\$1,564.49	\$20,000.00	\$15,643.83	\$4,356.17	78.22
01-2-02153-111-005	SLP Salary- PK 0-2	\$348.46	\$4,500.00	\$3,484.15	\$1,015.85	77.42
01-2-02153-211-005	Health Insurance	\$111.73	\$1,500.00	\$1,117.30	\$382.70	74.48
01-2-02153-221-005	Social Security	\$25.88	\$500.00	\$258.82	\$241.18	51.76
01-2-02153-231-005	Retirement	\$34.13	\$500.00	\$341.29	\$158.71	68.25
01-2-02153-591-005	ESU 9 SLP 0-2	\$1,781.35	\$0.00	\$2,283.29	(\$2,283.29)	0.00
Subtotal 02153 - Speech Pathology and Audiology Services - SPED - Ages 0-2		\$2,301.55	\$7,000.00	\$7,484.85	(\$484.85)	106.93
01-2-02161-591-001	OT Services-Sec	\$0.00	\$3,000.00	\$574.23	\$2,425.77	19.14
01-2-02161-591-005	OT Services-Elem	\$0.00	\$27,000.00	\$8,996.21	\$18,003.79	33.31
Subtotal 02161 - Occupational Therapy-Related Services - SPED - School Age		\$0.00	\$30,000.00	\$9,570.44	\$20,429.56	31.90
01-2-02162-591-005	OT Services-PK 3-5	\$0.00	\$15,000.00	\$4,889.79	\$10,110.21	32.59
Subtotal 02162 - Occupational Therapy-Related Services - SPED - Ages 3-5		\$0.00	\$15,000.00	\$4,889.79	\$10,110.21	32.60
01-2-02163-591-005	OT Services-PK 0-2	\$0.00	\$5,000.00	\$725.89	\$4,274.11	14.51
Subtotal 02163 - Occupational Therapy-Related Services - SPED - Ages 0-2		\$0.00	\$5,000.00	\$725.89	\$4,274.11	14.52
01-2-02171-340-001	PT Services-Sec	\$635.70	\$3,000.00	\$3,851.15	(\$851.15)	128.37
01-2-02171-340-005	PT Services-Elem	\$763.75	\$10,000.00	\$8,694.24	\$1,305.76	86.94
01-2-02171-610-001	Physical Therapy-Related Services - SPED - School Age-General Supplies-Sec	\$260.00	\$0.00	\$260.00	(\$260.00)	0.00

Subtotal 02171 - Physical Therapy-Related Services - SPED - SA		\$1,659.45	\$13,000.00	\$12,805.39	\$194.61	98.50
01-2-02172-340-005	PT Services-PK 3-5	\$546.25	\$6,500.00	\$7,450.50	(\$950.50)	114.62
01-2-02172-610-005	Supplies	\$0.00	\$0.00	\$5.00	(\$5.00)	0.00
Subtotal 02172 - Physical Therapy-Related Services - SPED - A 3-5		\$546.25	\$6,500.00	\$7,455.50	(\$955.50)	114.70
01-2-02173-340-005	PT Services-PK 0-2	\$662.50	\$6,500.00	\$3,336.15	\$3,163.85	51.32
Subtotal 02173 - Physical Therapy-Related Services - SPED - Ages 0-2		\$662.50	\$6,500.00	\$3,336.15	\$3,163.85	51.33
01-2-02181-591-001	Vision Services-Sec	\$0.00	\$0.00	\$313.47	(\$313.47)	0.00
01-2-02181-591-005	Vision Services-Elem	\$418.80	\$0.00	\$4,635.35	(\$4,635.35)	0.00
Subtotal 02181 - Visually Impaired or Vision Services - SPED - SA		\$418.80	\$0.00	\$4,948.82	(\$4,948.82)	0.00
01-2-02190-110-001	Salary - Activity Driver	\$503.33	\$15,000.00	\$11,914.52	\$3,085.48	79.43
01-2-02190-110-005	Salary - Activity Driver	\$387.39	\$1,750.00	\$1,308.20	\$441.80	74.75
01-2-02190-130-001	Activity Driver OT	\$0.00	\$0.00	\$135.70	(\$135.70)	0.00
01-2-02190-220-001	Social Security	\$34.44	\$750.00	\$785.25	(\$35.25)	104.70
01-2-02190-220-005	Social Security	\$23.72	\$300.00	\$84.56	\$215.44	28.18
01-2-02190-230-001	Retirement	\$41.22	\$1,250.00	\$1,152.58	\$97.42	92.20
01-2-02190-230-005	Retirement	\$38.25	\$300.00	\$129.20	\$170.80	43.06
01-2-02190-442-001	Bus rental	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	0.00
01-2-02190-810-005	Dues and Fees-Elem	\$0.00	\$0.00	\$174.00	(\$174.00)	0.00
01-2-02190-890-001	Other Expense	\$0.00	\$1,500.00	\$150.95	\$1,349.05	10.06
01-2-02190-890-005	Other Expense	\$0.00	\$2,900.00	\$236.01	\$2,663.99	8.13
Subtotal 02190 - Support Services - Student - Other		\$1,028.35	\$23,750.00	\$17,070.97	\$6,679.03	71.88
01-2-02212-330-001	Instruction/Curriculum Development	\$1,800.00	\$10,000.00	\$9,230.67	\$769.33	92.30
01-2-02212-330-005	Instruction/Curriculum Development	\$4,770.00	\$10,000.00	\$12,070.00	(\$2,070.00)	120.70
01-2-02212-580-001	Travel	\$0.00	\$0.00	\$737.80	(\$737.80)	0.00
01-2-02212-580-005	Travel	\$0.00	\$0.00	\$1,049.56	(\$1,049.56)	0.00
01-2-02212-610-005	Supplies	\$0.00	\$0.00	\$273.50	(\$273.50)	0.00
Subtotal 02212 - Instruction and Curriculum Development		\$6,570.00	\$20,000.00	\$23,361.53	(\$3,361.53)	116.81
01-2-02213-330-001	Instructional Staff Training	\$35.00	\$10,000.00	\$3,525.57	\$6,474.43	35.25
01-2-02213-330-005	Instructional Staff Training	\$0.00	\$10,000.00	\$2,920.35	\$7,079.65	29.20
01-2-02213-580-001	Travel	\$0.00	\$0.00	\$3,939.57	(\$3,939.57)	0.00
01-2-02213-580-005	Travel	\$0.00	\$0.00	\$3,216.17	(\$3,216.17)	0.00

Subtotal 02213 - Instructional Staff Training		\$35.00	\$20,000.00	\$13,601.66	\$6,398.34	68.01
01-2-02220-110-001	Salary Aide	\$1,907.45	\$17,500.00	\$17,881.96	(\$381.96)	102.18
01-2-02220-110-005	Salary Aide	\$1,231.75	\$17,500.00	\$14,435.65	\$3,064.35	82.48
01-2-02220-111-001	Salary Librarian	\$1,710.10	\$25,000.00	\$17,218.81	\$7,781.19	68.87
01-2-02220-111-005	Salary Librarian	\$1,710.10	\$25,000.00	\$17,218.45	\$7,781.55	68.87
01-2-02220-120-001	Salary Substitute	\$0.00	\$500.00	\$66.60	\$433.40	13.32
01-2-02220-120-005	Salary Substitute	\$0.00	\$400.00	\$0.00	\$400.00	0.00
01-2-02220-211-001	Health Ins	\$372.45	\$6,000.00	\$3,724.50	\$2,275.50	62.07
01-2-02220-211-005	Health Ins	\$372.45	\$6,000.00	\$3,724.50	\$2,275.50	62.07
01-2-02220-220-001	Social Security	\$142.76	\$2,000.00	\$1,344.03	\$655.97	67.20
01-2-02220-220-005	Social Security	\$94.23	\$2,000.00	\$1,104.35	\$895.65	55.21
01-2-02220-221-001	Social Security Librarian	\$129.97	\$2,500.00	\$1,306.45	\$1,193.55	52.25
01-2-02220-221-005	Social Security Librarian	\$129.98	\$2,500.00	\$1,306.28	\$1,193.72	52.25
01-2-02220-230-001	Retirement	\$168.22	\$2,000.00	\$1,737.55	\$262.45	86.87
01-2-02220-230-005	Retirement	\$121.67	\$2,000.00	\$1,419.17	\$580.83	70.95
01-2-02220-231-001	Retirement Librarian	\$168.92	\$3,000.00	\$1,689.19	\$1,310.81	56.30
01-2-02220-231-005	Retirement Librarian	\$168.92	\$3,000.00	\$1,689.20	\$1,310.80	56.30
01-2-02220-591-001	ESU Media Contract	\$0.00	\$2,000.00	\$1,470.00	\$530.00	73.50
01-2-02220-591-005	ESU Media Contract	\$0.00	\$2,000.00	\$1,470.00	\$530.00	73.50
01-2-02220-610-001	Library Supplies	\$79.79	\$800.00	\$492.24	\$307.76	61.53
01-2-02220-610-005	Library Supplies	\$0.00	\$800.00	\$123.22	\$676.78	15.40
01-2-02220-640-001	Books & Materials	\$0.00	\$4,000.00	\$4,721.13	(\$721.13)	118.02
01-2-02220-640-005	Books & Materials	\$66.19	\$5,000.00	\$5,211.01	(\$211.01)	104.22
01-2-02220-643-001	Web Software	\$0.00	\$450.00	\$435.22	\$14.78	96.71
01-2-02220-643-005	Web Software	\$0.00	\$2,700.00	\$1,033.21	\$1,666.79	38.26
01-2-02220-650-001	Technology Related Supplies	\$0.00	\$500.00	\$360.90	\$139.10	72.18
01-2-02220-650-005	Technology Related Supplies	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-02220-810-001	Dues & Fees	\$0.00	\$100.00	\$35.00	\$65.00	35.00
01-2-02220-810-005	Dues & Fees	\$0.00	\$100.00	\$35.00	\$65.00	35.00
Subtotal 02220 - Library or Media Services		\$8,574.95	\$135,850.00	\$101,253.62	\$34,596.38	74.53
01-2-02224-382-001	Distance Learning	\$114.75	\$2,000.00	\$1,041.77	\$958.23	52.08
01-2-02224-382-005	Distance Learning	\$114.74	\$2,000.00	\$1,041.76	\$958.24	52.08
01-2-02224-530-001	Internet Connect	\$74.53	\$5,000.00	\$897.24	\$4,102.76	17.94
01-2-02224-530-005	Internet Connect	\$74.53	\$5,000.00	\$897.24	\$4,102.76	17.94
Subtotal 02224 - Educational Television Services		\$378.55	\$14,000.00	\$3,878.01	\$10,121.99	27.70
01-2-02230-350-000	Tech Coordinator Contract	\$4,231.14	\$0.00	\$12,472.79	(\$12,472.79)	0.00
Subtotal 02230 - Instruction-Related Technology		\$4,231.14	\$0.00	\$12,472.79	(\$12,472.79)	0.00
01-2-02240-320-001	Testing	\$3,270.50	\$2,400.00	\$4,948.50	(\$2,548.50)	206.18
01-2-02240-320-005	Testing	\$3,270.50	\$2,400.00	\$3,467.50	(\$1,067.50)	144.47

Subtotal 02240 - Academic Student Assessment		\$6,541.00	\$4,800.00	\$8,416.00	(\$3,616.00)	175.33
01-2-02310-310-000	Prof Services	\$0.00	\$5,000.00	\$3,236.77	\$1,763.23	64.73
01-2-02310-520-000	Fidelity Bond	\$0.00	\$1,000.00	\$866.04	\$133.96	86.60
01-2-02310-540-000	Adv & Printing	\$91.66	\$3,000.00	\$1,140.58	\$1,859.42	38.01
01-2-02310-580-000	Travel & Mileage	\$0.00	\$2,500.00	\$2,607.99	(\$107.99)	104.31
01-2-02310-610-000	Supplies	\$192.01	\$1,000.00	\$1,599.17	(\$599.17)	159.91
01-2-02310-643-000	Web/Cloud Based Software	\$0.00	\$1,000.00	\$2,500.00	(\$1,500.00)	250.00
01-2-02310-810-000	Dues & Fees	\$0.00	\$9,000.00	\$6,338.00	\$2,662.00	70.42
01-2-02310-890-000	Other Expense	\$106.96	\$1,000.00	\$1,415.76	(\$415.76)	141.57
Subtotal 02310 - Board of Education		\$390.63	\$23,500.00	\$19,704.31	\$3,795.69	83.85
01-2-02320-105-000	Salary Supt.	\$12,156.49	\$147,000.00	\$121,554.46	\$25,445.54	82.69
01-2-02320-110-000	Salary Clerical	\$2,143.04	\$25,000.00	\$17,880.00	\$7,120.00	71.52
01-2-02320-130-000	Clerical Overtime	\$0.00	\$0.00	\$232.80	(\$232.80)	0.00
01-2-02320-210-000	Health Ins Clerical	\$525.98	\$10,500.00	\$5,550.63	\$4,949.37	52.86
01-2-02320-215-000	Health Ins	\$1,454.86	\$13,900.00	\$14,548.60	(\$648.60)	104.66
01-2-02320-220-000	Social Security Clerical	\$154.22	\$3,400.00	\$1,296.68	\$2,103.32	38.13
01-2-02320-225-000	Social Security	\$906.55	\$8,000.00	\$9,064.69	(\$1,064.69)	113.30
01-2-02320-230-000	Retirement Clerical	\$210.32	\$6,000.00	\$1,775.65	\$4,224.35	29.59
01-2-02320-235-000	Retirement	\$1,193.57	\$9,000.00	\$11,935.70	(\$2,935.70)	132.61
01-2-02320-280-000	Health Benefits (HSA) Clerical	\$94.77	\$2,500.00	\$1,001.84	\$1,498.16	40.07
01-2-02320-285-000	Health Benefits (HSA) Supt	\$254.50	\$3,100.00	\$2,545.00	\$555.00	82.09
01-2-02320-295-000	Life Insurance	\$23.65	\$250.00	\$236.50	\$13.50	94.60
01-2-02320-320-000	Grant Writing	\$0.00	\$0.00	\$500.00	(\$500.00)	0.00
01-2-02320-530-000	Telephone	\$50.00	\$600.00	\$500.00	\$100.00	83.33
01-2-02320-580-000	Travel & Mileage	\$0.00	\$500.00	\$1,194.61	(\$694.61)	238.92
01-2-02320-610-000	Supplies	\$10.39	\$200.00	\$944.39	(\$744.39)	472.19
01-2-02320-810-000	Dues & Fees	\$0.00	\$1,500.00	\$2,214.00	(\$714.00)	147.60
Subtotal 02320 - Executive Administration		\$19,178.34	\$231,450.00	\$192,975.55	\$38,474.45	83.38
01-2-02330-317-000	Legal Services	\$807.50	\$30,000.00	\$7,072.00	\$22,928.00	23.57
Subtotal 02330 - District Legal Services		\$807.50	\$30,000.00	\$7,072.00	\$22,928.00	23.57
01-2-02410-110-001	Salary Clerical	\$2,569.51	\$26,000.00	\$21,908.74	\$4,091.26	84.26
01-2-02410-110-005	Salary Clerical	\$3,135.81	\$26,000.00	\$22,330.17	\$3,669.83	85.88
01-2-02410-111-001	Salary Principal	\$7,566.52	\$95,000.00	\$75,656.92	\$19,343.08	79.63
01-2-02410-111-005	Salary Principal	\$7,623.90	\$95,000.00	\$76,930.72	\$18,069.28	80.97
01-2-02410-120-001	Salary Substitute	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-02410-120-005	Salary Substitute	\$0.00	\$150.00	\$0.00	\$150.00	0.00
01-2-02410-130-001	Clerical Overtime	\$61.76	\$500.00	\$342.43	\$157.57	68.48
01-2-02410-130-005	Clerical Overtime	\$72.29	\$500.00	\$392.45	\$107.55	78.49
01-2-02410-210-001	Health Ins Clerical	\$1,241.49	\$16,000.00	\$12,414.90	\$3,585.10	77.59

01-2-02410-210-005	Health Ins Clerical	\$1,241.49	\$16,000.00	\$12,414.90	\$3,585.10	77.59
01-2-02410-211-001	Health Ins	\$1,709.36	\$20,000.00	\$17,093.60	\$2,906.40	85.46
01-2-02410-211-005	Health Ins	\$1,709.36	\$20,000.00	\$17,093.60	\$2,906.40	85.46
01-2-02410-220-001	Social Security Clerical	\$186.88	\$3,000.00	\$1,558.16	\$1,441.84	51.93
01-2-02410-220-005	Social Security Clerical	\$241.25	\$3,000.00	\$1,696.52	\$1,303.48	56.55
01-2-02410-221-001	Social Security	\$561.94	\$7,000.00	\$5,618.86	\$1,381.14	80.26
01-2-02410-221-005	Social Security	\$574.65	\$7,000.00	\$5,799.42	\$1,200.58	82.84
01-2-02410-230-001	Retirement Clerical	\$257.91	\$4,000.00	\$2,178.16	\$1,821.84	54.45
01-2-02410-230-005	Retirement Clerical	\$314.88	\$4,000.00	\$2,224.74	\$1,775.26	55.61
01-2-02410-231-001	Retirement	\$741.72	\$9,400.00	\$7,417.20	\$1,982.80	78.90
01-2-02410-231-005	Retirement	\$747.33	\$9,400.00	\$7,542.44	\$1,857.56	80.23
01-2-02410-291-001	Life Insurance	\$23.65	\$250.00	\$236.50	\$13.50	94.60
01-2-02410-291-005	Life Insurance	\$23.65	\$250.00	\$236.50	\$13.50	94.60
01-2-02410-530-001	Telephone	\$55.15	\$600.00	\$551.68	\$48.32	91.94
01-2-02410-530-005	Telephone	\$55.15	\$600.00	\$551.68	\$48.32	91.94
01-2-02410-580-001	Travel & Mileage	\$0.00	\$500.00	\$18.63	\$481.37	3.72
01-2-02410-580-005	Travel & Mileage	\$28.08	\$500.00	\$303.93	\$196.07	60.78
01-2-02410-610-001	Supplies	\$0.00	\$2,000.00	\$1,915.66	\$84.34	95.78
01-2-02410-610-005	Supplies	\$447.50	\$2,000.00	\$1,470.00	\$530.00	73.50
01-2-02410-643-001	Software	\$0.00	\$250.00	\$0.00	\$250.00	0.00
01-2-02410-643-005	Software	\$0.00	\$250.00	\$0.00	\$250.00	0.00
01-2-02410-650-001	Technology Related Supplies	\$0.00	\$0.00	\$1,295.49	(\$1,295.49)	0.00
01-2-02410-810-001	Dues & Fees	\$150.00	\$2,400.00	\$1,305.00	\$1,095.00	54.37
01-2-02410-810-005	Dues & Fees	\$669.00	\$2,400.00	\$1,004.00	\$1,396.00	41.83
01-2-02410-890-001	Other Expense	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-02410-890-005	Other Expense	\$287.44	\$750.00	\$317.40	\$432.60	42.32
Subtotal 02410 - Office of the Principal		\$32,297.67	\$375,700.00	\$299,820.40	\$75,879.60	79.80
01-2-02510-110-000	Salary Clerical	\$2,143.07	\$25,000.00	\$17,854.94	\$7,145.06	71.41
01-2-02510-130-000	Clerical Overtime	\$0.00	\$1,000.00	\$696.60	\$303.40	69.66
01-2-02510-210-000	Health Ins	\$525.98	\$10,500.00	\$5,670.41	\$4,829.59	54.00
01-2-02510-220-000	Social Security	\$154.24	\$1,600.00	\$1,327.83	\$272.17	82.98
01-2-02510-230-000	Retirement	\$210.32	\$1,800.00	\$1,819.00	(\$19.00)	101.05
01-2-02510-270-000	Work Comp	\$0.00	\$28,000.00	\$4,422.72	\$23,577.28	15.79
01-2-02510-271-000	Work Comp	\$0.00	\$0.00	\$9,451.63	(\$9,451.63)	0.00
01-2-02510-272-000	Work Comp	\$0.00	\$0.00	\$3,516.89	(\$3,516.89)	0.00
01-2-02510-273-000	Work Comp	\$0.00	\$0.00	\$4,176.30	(\$4,176.30)	0.00
01-2-02510-280-000	Health Benefits (HSA)	\$94.76	\$1,000.00	\$1,023.40	(\$23.40)	102.34
01-2-02510-310-000	Prof Service	\$461.50	\$1,500.00	\$1,461.50	\$38.50	97.43
01-2-02510-315-000	Audit	\$0.00	\$5,200.00	\$5,250.00	(\$50.00)	100.96
01-2-02510-340-000	Adv & Printing	\$220.00	\$4,000.00	\$2,620.46	\$1,379.54	65.51
01-2-02510-443-000	Lease - Copiers	\$1,809.00	\$25,000.00	\$18,090.00	\$6,910.00	72.36
01-2-02510-520-000	Liability Ins	\$646.00	\$8,000.00	\$6,708.28	\$1,291.72	83.85
01-2-02510-530-000	Telephone	\$201.36	\$7,500.00	\$3,989.78	\$3,510.22	53.19

01-2-02510-531-000	Postage	\$59.75	\$2,500.00	\$1,276.62	\$1,223.38	51.06
01-2-02510-550-000	Fiscal Services-Printing and Binding	\$0.00	\$0.00	\$14.33	(\$14.33)	0.00
01-2-02510-580-000	Travel & Mileage	\$0.00	\$500.00	\$374.13	\$125.87	74.82
01-2-02510-591-000	Laserfiche	\$0.00	\$0.00	\$525.00	(\$525.00)	0.00
01-2-02510-610-000	Supplies	\$154.85	\$1,500.00	\$692.17	\$807.83	46.14
01-2-02510-643-000	Web based software	\$0.00	\$10,000.00	\$1,519.39	\$8,480.61	15.19
01-2-02510-650-000	Comp Hardware	\$0.00	\$1,500.00	\$169.95	\$1,330.05	11.33
01-2-02510-810-000	Dues & Fees	\$0.00	\$750.00	\$1,155.00	(\$405.00)	154.00
Subtotal 02510 - Fiscal Services		\$6,680.83	\$136,850.00	\$93,806.33	\$43,043.67	68.55
01-2-02570-580-000	Recruitment Travel	\$0.00	\$0.00	\$718.23	(\$718.23)	0.00
01-2-02570-610-000	Recruiting Supplies	\$0.00	\$0.00	\$1,688.85	(\$1,688.85)	0.00
01-2-02570-643-000	Applicant/Sub Tracking Software	\$8,350.00	\$0.00	\$16,625.00	(\$16,625.00)	0.00
01-2-02570-810-000	Dues & Fees	\$0.00	\$0.00	\$270.00	(\$270.00)	0.00
Subtotal 02570 - Personnel Services		\$8,350.00	\$0.00	\$19,302.08	(\$19,302.08)	0.00
01-2-02610-110-000	Salary - Custodian	\$6,876.08	\$80,000.00	\$64,394.68	\$15,605.32	80.49
01-2-02610-120-000	Salary Substitute	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00
01-2-02610-130-000	Cust Overtime	\$79.74	\$1,000.00	\$866.20	\$133.80	86.62
01-2-02610-210-000	Health Ins	\$2,998.92	\$49,000.00	\$29,989.20	\$19,010.80	61.20
01-2-02610-220-000	Social Security	\$514.90	\$9,000.00	\$4,820.23	\$4,179.77	53.55
01-2-02610-230-000	Retirement	\$681.23	\$9,600.00	\$6,385.93	\$3,214.07	66.52
01-2-02610-280-000	Health Benefits (HSA)	\$90.26	\$1,000.00	\$902.60	\$97.40	90.26
01-2-02610-410-000	Water & Sewer	\$701.05	\$15,000.00	\$9,665.85	\$5,334.15	64.43
01-2-02610-420-000	Trash Service	\$518.00	\$7,000.00	\$4,980.00	\$2,020.00	71.14
01-2-02610-610-000	Supplies	\$611.28	\$5,000.00	\$17,440.76	(\$12,440.76)	348.81
01-2-02610-621-000	Fuel	\$1,774.90	\$35,000.00	\$22,355.31	\$12,644.69	63.87
01-2-02610-622-000	Electricity	\$5,502.33	\$87,000.00	\$68,933.11	\$18,066.89	79.23
01-2-02610-733-000	Equipment	\$0.00	\$0.00	\$14,283.82	(\$14,283.82)	0.00
Subtotal 02610 - Operation of Buildings		\$20,348.69	\$301,100.00	\$245,017.69	\$56,082.31	81.37
01-2-02620-110-000	Salary-Maintenance	\$5,102.40	\$65,000.00	\$48,694.29	\$16,305.71	74.91
01-2-02620-130-000	Maintenance Overtime	\$214.02	\$5,000.00	\$4,700.76	\$299.24	94.01
01-2-02620-210-000	Health Insurance	\$1,847.69	\$30,000.00	\$22,074.62	\$7,925.38	73.58
01-2-02620-220-000	Social Security	\$401.18	\$6,000.00	\$3,989.72	\$2,010.28	66.49
01-2-02620-230-000	Retirement	\$521.06	\$6,400.00	\$5,164.82	\$1,235.18	80.70
01-2-02620-430-000	Bldg - Prof Services	\$486.46	\$58,900.00	\$14,331.51	\$44,568.49	24.33
01-2-02620-431-000	Repair/Maint Contracts & Agreements	\$3,940.20	\$60,000.00	\$15,277.90	\$44,722.10	25.46
01-2-02620-450-000	Construction Services	\$0.00	\$0.00	\$133,905.78	(\$133,905.78)	0.00
01-2-02620-520-000	Property Insurance	\$0.00	\$18,000.00	\$16,166.09	\$1,833.91	89.81
01-2-02620-530-000	Telephone	\$55.15	\$600.00	\$551.68	\$48.32	91.94
01-2-02620-580-000	Travel & Mileage	\$0.00	\$100.00	\$0.00	\$100.00	0.00
01-2-02620-610-000	Repair/Maint supplies	\$931.59	\$15,000.00	\$9,190.23	\$5,809.77	61.26
01-2-02620-810-000	Dues & Fees	\$0.00	\$200.00	\$0.00	\$200.00	0.00
01-2-02620-890-000	Maintenance of Buildings-Misc	\$0.00	\$0.00	\$15.00	(\$15.00)	0.00

Subtotal 02620 - Maintenance of Buildings		\$13,499.75	\$265,200.00	\$274,062.40	(\$8,862.40)	103.34
01-2-02630-120-000	Salary-Summer Mowing	\$123.75	\$4,000.00	\$123.75	\$3,876.25	3.09
01-2-02630-220-000	Social Security	\$9.46	\$500.00	\$9.46	\$490.54	1.89
01-2-02630-230-000	Retirement	\$12.22	\$600.00	\$12.22	\$587.78	2.03
01-2-02630-340-000	Other Professional Services	\$0.00	\$0.00	\$7,800.08	(\$7,800.08)	0.00
01-2-02630-420-000	Lawn/Snow service	\$0.00	\$70,000.00	\$26,908.90	\$43,091.10	38.44
01-2-02630-430-000	Repairs and Maintenance	\$331.87	\$2,000.00	\$1,273.46	\$726.54	63.67
01-2-02630-610-000	Supplies	\$502.83	\$1,000.00	\$5,821.40	(\$4,821.40)	582.14
01-2-02630-626-000	Gas/Oil	\$241.62	\$1,000.00	\$810.90	\$189.10	81.09
Subtotal 02630 - Care and Upkeep of Grounds		\$1,221.75	\$79,100.00	\$42,760.17	\$36,339.83	54.06
01-2-02650-430-000	Repair & Maintenance	\$0.00	\$2,000.00	\$954.32	\$1,045.68	47.71
01-2-02650-520-000	Vehicle Insurance	\$0.00	\$500.00	\$1,049.76	(\$549.76)	209.95
01-2-02650-610-000	Supplies	\$0.00	\$0.00	\$203.90	(\$203.90)	0.00
01-2-02650-626-000	Gas/Oil	\$228.32	\$2,500.00	\$2,645.60	(\$145.60)	105.82
01-2-02650-732-000	Vehicle Acq.	\$0.00	\$30,000.00	\$19,940.00	\$10,060.00	66.46
Subtotal 02650 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)		\$228.32	\$35,000.00	\$24,793.58	\$10,206.42	70.84
01-2-02660-430-000	Repairs and Maintenance	\$0.00	\$3,000.00	\$3,516.43	(\$516.43)	117.21
01-2-02660-432-001	Surveillance lease	\$362.50	\$4,500.00	\$3,625.00	\$875.00	80.55
01-2-02660-432-005	Surveillance lease	\$362.50	\$4,500.00	\$3,625.00	\$875.00	80.55
01-2-02660-610-000	Security supplies	\$0.00	\$5,000.00	\$625.63	\$4,374.37	12.51
Subtotal [FUNCTION] 02660 - Security		\$725.00	\$17,000.00	\$11,392.06	\$5,607.94	67.01
01-2-02670-610-000	Safety supplies	\$144.40	\$0.00	\$590.94	(\$590.94)	0.00
Subtotal 02670 - Safety		\$144.40	\$0.00	\$590.94	(\$590.94)	0.00
01-2-02710-110-000	Salary - Driver	\$7,949.71	\$80,000.00	\$73,124.14	\$6,875.86	91.40
01-2-02710-120-000	Salary - Substitute	\$99.00	\$6,000.00	\$3,201.00	\$2,799.00	53.35
01-2-02710-130-000	Bus Driver OT	\$176.05	\$3,000.00	\$1,915.56	\$1,084.44	63.85
01-2-02710-210-000	Health Ins	\$2,939.38	\$20,000.00	\$29,393.80	(\$9,393.80)	146.96
01-2-02710-220-000	Social Security	\$559.30	\$8,000.00	\$5,343.79	\$2,656.21	66.79
01-2-02710-230-000	Retirement	\$731.49	\$10,000.00	\$7,620.34	\$2,379.66	76.20
01-2-02710-330-000	Staff Training	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00
01-2-02710-340-000	Physicals	\$0.00	\$2,500.00	\$1,071.24	\$1,428.76	42.84
01-2-02710-520-000	Vehicle Insurance	\$0.00	\$4,750.00	\$3,674.09	\$1,075.91	77.34
01-2-02710-530-000	Telephone	\$243.68	\$3,000.00	\$2,327.69	\$672.31	77.58
01-2-02710-610-000	Supplies	\$8.79	\$800.00	\$1,595.13	(\$795.13)	199.39
01-2-02710-626-000	Gas/Oil	\$2,728.58	\$35,000.00	\$28,729.96	\$6,270.04	82.08
01-2-02710-650-000	Computer hardware	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00

01-2-02710-732-000	Vehcile Acquisition	\$0.00	\$90,000.00	\$0.00	\$90,000.00	0.00
01-2-02710-890-000	Other Expense	\$0.00	\$3,000.00	\$49.50	\$2,950.50	1.65
Subtotal 02710 - Vehicle Operation and Purchasing - Regular Education		\$15,435.98	\$268,050.00	\$158,746.24	\$109,303.76	59.22
01-2-02712-110-001	Salary - Driver Sped	\$2,176.46	\$35,000.00	\$15,078.11	\$19,921.89	43.08
01-2-02712-110-005	Salary - Driver Sped	\$437.98	\$20,000.00	\$14,947.65	\$5,052.35	74.73
01-2-02712-120-001	Salary-Substitute	\$0.00	\$500.00	\$237.32	\$262.68	47.46
01-2-02712-120-005	Salary-Substitute	\$186.63	\$500.00	\$1,281.53	(\$781.53)	256.30
01-2-02712-130-001	Driver Overtime	\$200.39	\$500.00	\$886.31	(\$386.31)	177.26
01-2-02712-130-005	Driver Overtime	\$0.00	\$500.00	\$334.09	\$165.91	66.81
01-2-02712-210-001	Health Insurance	\$427.40	\$6,500.00	\$3,419.20	\$3,080.80	52.60
01-2-02712-210-005	Health Ins	\$0.00	\$0.00	\$854.80	(\$854.80)	0.00
01-2-02712-220-001	Social Security	\$166.86	\$3,000.00	\$1,113.67	\$1,886.33	37.12
01-2-02712-220-005	Social Security	\$44.38	\$2,000.00	\$1,182.07	\$817.93	59.10
01-2-02712-230-001	Retirement	\$176.19	\$3,500.00	\$1,533.16	\$1,966.84	43.80
01-2-02712-230-005	Retirement	\$56.30	\$2,500.00	\$1,588.31	\$911.69	63.53
01-2-02712-330-005	Staff Training	\$0.00	\$0.00	\$325.00	(\$325.00)	0.00
01-2-02712-332-005	Mileage-Parents/Sped	\$0.00	\$2,100.00	\$902.52	\$1,197.48	42.97
01-2-02712-340-001	Vehicle Operation and Purchasing - School Age SPED-Other Professional Services-Sec	\$128.00	\$0.00	\$128.00	(\$128.00)	0.00
01-2-02712-340-005	Physicals	\$0.00	\$0.00	\$374.00	(\$374.00)	0.00
01-2-02712-519-001	Contract transportation	\$0.00	\$500.00	\$2.57	\$497.43	0.51
01-2-02712-520-000	Vehicle Insurance	\$0.00	\$500.00	\$524.88	(\$24.88)	104.97
01-2-02712-530-001	Telephone	\$23.57	\$750.00	\$442.95	\$307.05	59.06
01-2-02712-530-005	Vehicle Operation and Purchasing - School Age SPED-Communications-Elem	\$23.57	\$0.00	\$23.57	(\$23.57)	0.00
01-2-02712-610-001	Supplies	\$0.00	\$300.00	\$47.80	\$252.20	15.93
01-2-02712-610-005	Supplies	\$0.00	\$300.00	\$0.00	\$300.00	0.00
01-2-02712-626-001	Gasoline	\$616.07	\$7,500.00	\$7,255.12	\$244.88	96.73
01-2-02712-626-005	Gas & Oil	\$231.39	\$10,050.00	\$3,664.95	\$6,385.05	36.46
01-2-02712-890-001	Other Expense	\$0.00	\$500.00	\$22.00	\$478.00	4.40
01-2-02712-890-005	Other Expense	\$0.00	\$500.00	\$0.00	\$500.00	0.00
Subtotal 02712 - Vehicle Operation and Purchasing - School Age SPED		\$4,895.19	\$97,500.00	\$56,169.58	\$41,330.42	57.61
01-2-02713-110-005	Salary - Driver Preschool	\$558.10	\$20,000.00	\$5,220.00	\$14,780.00	26.10
01-2-02713-120-005	Salary Substitute	\$116.87	\$1,400.00	\$377.33	\$1,022.67	26.95
01-2-02713-220-005	Social Security	\$51.32	\$1,000.00	\$423.69	\$576.31	42.36
01-2-02713-230-005	Retirement	\$11.55	\$1,500.00	\$62.52	\$1,437.48	4.16
01-2-02713-330-005	Staff Training	\$0.00	\$0.00	\$200.00	(\$200.00)	0.00
01-2-02713-340-005	Physicals	\$0.00	\$0.00	\$187.00	(\$187.00)	0.00
01-2-02713-520-005	Vehicle Insurance	\$0.00	\$500.00	\$524.88	(\$24.88)	104.97
01-2-02713-530-005	Telephone	\$23.57	\$500.00	\$350.93	\$149.07	70.18

01-2-02713-626-005	Gas & Oil	\$120.86	\$10,000.00	\$1,273.04	\$8,726.96	12.73
01-2-02713-630-005	Supplies	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-02713-890-005	Other Expense	\$26.50	\$250.00	\$57.50	\$192.50	23.00
Subtotal 02713 - Vehicle Operation and Purchasing - Below Age 5 SPED		\$908.77	\$35,650.00	\$8,676.89	\$26,973.11	24.34
01-2-02730-430-000	Repair & Maintenance	\$737.92	\$10,000.00	\$9,934.00	\$66.00	99.34
01-2-02730-610-000	General Supplies	\$95.03	\$500.00	\$6,115.88	(\$5,615.88)	1,223.17
Subtotal 02730 - Vehicle Servicing and Maintenance - Regular Education		\$832.95	\$10,500.00	\$16,049.88	(\$5,549.88)	152.86
01-2-02732-430-000	Repair & Maintenance	\$0.00	\$4,000.00	\$1,316.39	\$2,683.61	32.90
01-2-02732-430-001	Repair & Maintenance	\$26.80	\$4,000.00	\$402.20	\$3,597.80	10.05
01-2-02732-430-005	Repair & Maintenance	\$26.80	\$4,000.00	\$134.00	\$3,866.00	3.35
01-2-02732-610-000	Maintenance Supplies	\$0.00	\$500.00	\$110.97	\$389.03	22.19
Subtotal 02732 - Vehicle Servicing and Maintenance - School Age SPED		\$53.60	\$12,500.00	\$1,963.56	\$10,536.44	15.71
01-2-02733-430-005	Repairs & Maintenance	\$26.80	\$5,000.00	\$383.04	\$4,616.96	7.66
01-2-02733-610-005	Maintenance Supplies	\$0.00	\$500.00	\$171.31	\$328.69	34.26
Subtotal 02733 - Vehicle Servicing and Maintenance - Below Age 5 SPED		\$26.80	\$5,500.00	\$554.35	\$4,945.65	10.08
01-2-03512-561-001	Dist Ed tuition	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
Subtotal 03512 - Distance Education Incentive Payments		\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
01-2-03535-111-005	Teacher Salary	\$855.05	\$12,000.00	\$8,609.27	\$3,390.73	71.74
01-2-03535-211-005	Health Ins	\$186.22	\$5,000.00	\$1,862.20	\$3,137.80	37.24
01-2-03535-221-005	Social Security	\$64.99	\$1,250.00	\$653.23	\$596.77	52.25
01-2-03535-231-005	Retirement	\$84.46	\$1,500.00	\$844.60	\$655.40	56.30
01-2-03535-610-005	Supplies	\$0.00	\$750.00	\$12.88	\$737.12	1.71
01-2-03535-643-001	Web Based Software	\$0.00	\$0.00	\$125.00	(\$125.00)	0.00
01-2-03535-643-005	Web Based Software	\$0.00	\$0.00	\$125.00	(\$125.00)	0.00
01-2-03535-810-001	Dues & Fees	\$0.00	\$400.00	\$390.00	\$10.00	97.50
01-2-03535-810-005	Dues & Fees	\$0.00	\$500.00	\$150.25	\$349.75	30.05
Subtotal 03535 - High Ability Learners		\$1,190.72	\$21,400.00	\$12,772.43	\$8,627.57	59.68
01-2-06200-111-005	Teacher Salary Title I	\$5,813.54	\$70,000.00	\$56,149.91	\$13,850.09	80.21
01-2-06200-123-005	Salary - Substitute	\$0.00	\$2,500.00	\$165.00	\$2,335.00	6.60
01-2-06200-211-005	Health Ins	\$606.20	\$7,000.00	\$6,062.00	\$938.00	86.60
01-2-06200-221-005	Social Security	\$444.73	\$5,500.00	\$4,295.47	\$1,204.53	78.09

01-2-06200-223-005	Social Security Sub	\$0.00	\$500.00	\$12.63	\$487.37	2.52
01-2-06200-231-005	Retirement	\$548.70	\$7,000.00	\$5,487.00	\$1,513.00	78.38
01-2-06200-580-005	Travel & Mileage	\$0.00	\$400.00	\$0.00	\$400.00	0.00
01-2-06200-610-005	Supplies	\$0.00	\$750.00	\$416.18	\$333.82	55.49
01-2-06200-640-005	Textbooks	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-06200-650-005	Hardware	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-06200-810-005	Dues & Fees	\$0.00	\$100.00	\$0.00	\$100.00	0.00
Subtotal 06200 - Federal Services - Title I, Part A		\$7,413.17	\$94,750.00	\$72,588.19	\$22,161.81	76.61
01-2-06310-111-005	Title II A Salary	\$5,743.85	\$75,000.00	\$57,432.20	\$17,567.80	76.57
01-2-06310-211-005	Health Ins	\$1,241.49	\$15,000.00	\$12,414.90	\$2,585.10	82.76
01-2-06310-221-005	Social Security	\$437.11	\$7,500.00	\$4,369.58	\$3,130.42	58.26
01-2-06310-231-005	Retirement	\$563.07	\$7,500.00	\$5,630.70	\$1,869.30	75.07
Subtotal 06310 - Federal Services - Title II, Part A		\$7,985.52	\$105,000.00	\$79,847.38	\$25,152.62	76.05
01-2-06404-111-005	Salary Preschool	\$0.00	\$31,000.00	\$35,909.64	(\$4,909.64)	115.83
01-2-06404-211-005	Health Ins	\$0.00	\$9,500.00	\$14,914.62	(\$5,414.62)	156.99
01-2-06404-221-005	Social Security	\$0.00	\$3,500.00	\$2,711.16	\$788.84	77.46
01-2-06404-231-005	Retirement	\$0.00	\$4,000.00	\$3,516.30	\$483.70	87.90
Subtotal 06404 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four		\$0.00	\$48,000.00	\$57,051.72	(\$9,051.72)	118.86
01-2-06406-591-005	BAF (3-4) ESU services	\$62.51	\$5,000.00	\$3,898.00	\$1,102.00	77.96
Subtotal 06406 - Federal Services - IDEA Preschool (619) Base Allocation		\$62.51	\$5,000.00	\$3,898.00	\$1,102.00	77.96
01-2-06410-111-005	Salary Preschool	\$0.00	\$40,000.00	\$45,390.78	(\$5,390.78)	113.47
01-2-06410-211-005	Health Insurance	\$0.00	\$10,000.00	\$14,914.62	(\$4,914.62)	149.14
01-2-06410-221-005	Social Security	\$0.00	\$3,500.00	\$3,422.70	\$77.30	97.79
01-2-06410-231-005	Retirement	\$0.00	\$4,000.00	\$4,447.08	(\$447.08)	111.17
Subtotal 06410 - Federal Services - IDEA Enrollment or Poverty (611)		\$0.00	\$57,500.00	\$68,175.18	(\$10,675.18)	118.57
01-2-06450-810-001	Medicaid	\$0.00	\$2,700.00	\$0.00	\$2,700.00	0.00
01-2-06450-810-005	Medicaid	\$0.00	\$2,700.00	\$0.00	\$2,700.00	0.00
Subtotal 06450 - Federal Services - Medicaid In Public Schools		\$0.00	\$5,400.00	\$0.00	\$5,400.00	0.00
01-2-06455-810-000	NEBMAC Fees	\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.00
Subtotal 06455 -		\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.00
01-2-06690-159-001	PBiS stipend	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00
01-2-06690-159-005	PBiS stipend	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00

01-2-06690-221-001	Social Security	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-06690-221-005	Social Security	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-06690-231-001	Retirement	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-06690-231-005	Retirement	\$0.00	\$500.00	\$0.00	\$500.00	0.00
01-2-06690-352-001	Parent stipend	\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.00
01-2-06690-352-005	Parent stipend	\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.00
01-2-06690-810-001	PBiS regis, travel	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00
01-2-06690-810-005	PBiS regis, travel	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00
Subtotal 06690 - PBiS		\$0.00	\$20,000.00	\$0.00	\$20,000.00	0.00
01-2-06700-610-001	Perkins Funded supplies	\$0.00	\$0.00	\$349.97	(\$349.97)	0.00
Subtotal 06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)		\$0.00	\$0.00	\$349.97	(\$349.97)	0.00
01-2-06992-610-000	Supplies	\$0.00	\$35,000.00	\$0.00	\$35,000.00	0.00
01-2-06992-734-000	Tech Hardware	\$10,189.91	\$0.00	\$31,439.00	(\$31,439.00)	0.00
Subtotal 06992 - Federal Services - REAP		\$10,189.91	\$35,000.00	\$31,439.00	\$3,561.00	89.83
01-2-08000-912-000	Lunch Transfer	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
01-2-08000-913-001	Activity Transfers	\$0.00	\$22,500.00	\$0.00	\$22,500.00	0.00
Subtotal 08000 - Transfers (Outgoing)		\$0.00	\$32,500.00	\$0.00	\$32,500.00	0.00
Subtotal [FUND] 01 - General Fund		\$590,013.02	\$7,642,423.00	\$5,471,322.56	\$2,171,100.44	71.59
02-2-02900-450-000	Construction Services	\$0.00	\$0.00	\$67,995.22	(\$67,995.22)	0.00
02-2-02900-610-000	Maintenance Supplies	\$0.00	\$0.00	\$4,671.81	(\$4,671.81)	0.00
02-2-02900-640-005	Textbooks	\$0.00	\$80,000.00	\$4,536.50	\$75,463.50	5.67
02-2-02900-650-000	Supplies-Technology Related	\$13,514.30	\$10,000.00	\$13,514.30	(\$3,514.30)	135.14
02-2-02900-732-000	Vehicle acquisition	\$0.00	\$79,742.00	\$0.00	\$79,742.00	0.00
02-2-02900-950-000	Other Support Services-Special Items	\$0.00	\$0.00	\$79,000.00	(\$79,000.00)	0.00
Subtotal [FUND] 02 - Depreciation Fund		\$13,514.30	\$169,742.00	\$169,717.83	\$24.17	99.99
03-2-02900-111-000	Settlement Payments	\$0.00	\$80,000.00	\$0.00	\$80,000.00	0.00
03-2-02900-221-000	Social Security	\$0.00	\$1,440.00	\$0.00	\$1,440.00	0.00
03-2-02900-239-000	Early Ret/Termination	\$0.00	\$26,000.00	\$26,000.00	\$0.00	100.00
Subtotal [FUND] 03 - Employee Benefit Fund		\$0.00	\$107,440.00	\$26,000.00	\$81,440.00	24.20
06-2-03100-110-000	Salaries Cooks	\$8,404.05	\$72,000.00	\$74,188.40	(\$2,188.40)	103.03
06-2-03100-120-000	Sub Salaries Cooks	\$0.00	\$2,500.00	\$640.37	\$1,859.63	25.61
06-2-03100-130-000	Cook Overtime	\$0.00	\$500.00	\$119.74	\$380.26	23.94
06-2-03100-220-000	Social Security	\$621.96	\$7,000.00	\$5,534.91	\$1,465.09	79.07
06-2-03100-230-000	Retirement	\$692.41	\$9,000.00	\$7,168.14	\$1,831.86	79.64
06-2-03100-340-000	Other Professional Services	\$0.00	\$0.00	\$70.00	(\$70.00)	0.00
06-2-03100-430-000	Repair Services	\$0.00	\$7,500.00	\$1,692.88	\$5,807.12	22.57
06-2-03100-431-000	Non-Tech Repairs and Maintenance	\$0.00	\$0.00	\$739.09	(\$739.09)	0.00

06-2-03100-610-000	Supplies	\$735.17	\$15,000.00	\$12,101.68	\$2,898.32	80.67
06-2-03100-630-000	Food	\$8,069.68	\$130,000.00	\$110,786.33	\$19,213.67	85.22
06-2-03100-640-000	Commodities	\$0.00	\$13,000.00	\$12,652.68	\$347.32	97.32
06-2-03100-643-000	Web based software	\$0.00	\$0.00	\$962.87	(\$962.87)	0.00
06-2-03100-730-000	Equipment	\$21,007.00	\$62,250.00	\$30,442.32	\$31,807.68	48.90
06-2-03100-810-000	Dues & Fees	\$51.50	\$0.00	\$668.00	(\$668.00)	0.00
Subtotal [FUND] 06 - School Nutrition Fund		\$39,581.77	\$318,750.00	\$257,767.41	\$60,982.59	80.87
07-2-05000-831-000	Principal	\$0.00	\$750,000.00	\$355,000.00	\$395,000.00	47.33
07-2-05000-832-000	Interest	\$87,092.50	\$350,000.00	\$176,381.25	\$173,618.75	50.39
07-2-05000-833-000	Debt-Related Costs	\$0.00	\$0.00	\$200.00	(\$200.00)	0.00
Subtotal [FUND] 07 - Bond Fund		\$87,092.50	\$1,100,000.00	\$531,581.25	\$568,418.75	48.33
08-2-02515-340-000	Prof Services	\$0.00	\$175,000.00	\$18,905.42	\$156,094.58	10.80
08-2-02515-450-000	Construction Services	\$0.00	\$263,680.00	\$37,825.69	\$225,854.31	14.34
08-2-02515-710-000	Site Acq/Imp	\$0.00	\$257,210.00	\$272,160.63	(\$14,950.63)	105.81
08-2-02515-720-000	Build Acq/Imp	\$0.00	\$0.00	\$41,283.78	(\$41,283.78)	0.00
08-2-02515-730-000	Equipment	\$0.00	\$200,000.00	\$7,417.25	\$192,582.75	3.70
Subtotal [FUND] 08 - Special Building Fund		\$0.00	\$895,890.00	\$377,592.77	\$518,297.23	42.15
09-2-02515-430-000	Repair & Maint Services	\$0.00	\$76,575.00	\$0.00	\$76,575.00	0.00
09-2-02515-450-000	Construction Services	\$0.00	\$70,000.00	\$3,268.50	\$66,731.50	4.66
09-2-02515-730-000	Equipment	\$0.00	\$0.00	\$28,452.85	(\$28,452.85)	0.00
Subtotal [FUND] 09 - QCPUF Fund		\$0.00	\$146,575.00	\$31,721.35	\$114,853.65	21.64
10-2-08000-911-000	Funds Transfer	\$0.00	\$691,431.00	\$133,905.78	\$557,525.22	19.36
Subtotal [FUND] 10 - Cooperative Fund		\$0.00	\$691,431.00	\$133,905.78	\$557,525.22	19.37
Grand Total		\$730,201.59	\$11,072,251.00	\$6,999,608.95	\$4,072,642.05	63.22

Superior Public Schools

2019 July General Fund Check Listing Report

Payee	Description	Amount
A-1 Inc	Bus 16 windshield replacement	\$100.00
Alexander Motors, Inc	'19 Impala key	\$128.74
Anne-Marie Ohmstede	summer school supplies	\$67.92
April Perrie	2018-19 PBiS leadership team monthly meetings	\$150.00
ASK Supply Company	HVAC filters	\$944.93
ASK Supply Company	LED lights, custodial supplies	\$1,871.08
B-Green Lawn Care	2nd application	\$1,100.00
Betka Plumbing, Heating & Air Conditioning	water line repair	\$138.13
Brodstone Memorial Hospital	Kimberly bus physical	\$187.00
Brodstone Memorial Hospital	Allgood bus physical	\$187.00
Brody Chemical Company, Inc	custodial supplies	\$184.99
Brody Chemical Company, Inc	custodial supplies	\$674.59
Cannon Sports Inc	Chadwell floor tape	\$48.60
Cengage Learning	Fuller Accounting supplies	\$499.10
Central Nebraska Rehabilitation Services	PT Services	\$2,553.75
Computer Hardware Inc	Higher Ground Vert 3.0	\$661.00
Computers Etc	Williams calculator	\$28.12
Cooperative Producers, Inc	staff gas	\$90.95
Cornhusker International Trucks, Inc	Bus windshield	\$217.78
Curriculum Leadership Institute	Math SAC mileage, lodging, per diem	\$761.26
DAS State Acctg-Central Finance	May 2019 Network NE	\$229.49
Decker Equipment	stacking chair dolly	\$223.34
Discount School Supply	PK supplies	\$103.68
Dude Solutions, Inc	2019-2020 Maintenance Agreement	\$3,667.72
Eakes Office Solutions	Trumble supplies	\$155.16
Eakes Office Solutions	White supplies	\$111.64
Eakes Office Solutions	Jameson supplies	\$259.84
Eakes Office Solutions	Schuster supplies	\$98.23
Eakes Office Solutions	Secondary supplies	\$284.76
Eakes Office Solutions	Ehlers supplies	\$38.36
Eakes Office Solutions	Dayna Miller supplies	\$55.72
Eakes Office Solutions	Boyles/Zoltenko supplies	\$384.73
Eakes Office Solutions	Mueller supplies	\$82.29
Eakes Office Solutions	Fuller supplies	\$210.40
Eakes Office Solutions	Going supplies	\$125.32
Eakes Office Solutions	Arickx supplies	\$18.66
Eakes Office Solutions	migrate Papercut to new server	\$495.00
Eakes Office Solutions	markers	\$38.10
Educational Service Unit #9	Jameson Science retreat	\$75.00
Educational Service Unit #9	Hansen Science retreat	\$75.00
Educational Service Unit #9	Beavers Write Tools	\$120.00
Educational Service Unit #9	Trumble inservice	\$50.00
Educational Service Unit #9	Beavers inservice	\$50.00
Educational Service Unit #9	iPad screen repair	\$105.00
Educational Service Unit #9	BAF/SA services	\$11,370.25
Energized Electric	LED lights for classrooms	\$2,561.90
Energized Electric	gym lights switch	\$209.55
ESU Coordinating Council	Movie Site License	\$330.00
ExploreLearning	Jameson El Gizmos subscription	\$875.00
FES	2019-20 Web hosting	\$1,600.00
Fun Express, LLC	J Utecht supplies	\$106.94
General Fund	PBiS Regional meeting mileage	\$69.60
General Fund	PBiS Regional mtg mileage	\$69.60
General Fund	PBiS Action Plan mileage	\$240.70

General Fund	Action Plan workshop mileage	\$117.16
Glenwood Telecommunications	June 2019 landlines	\$190.65
Hastings Public Schools	Summer Life Skills tuition	\$4,000.00
Head Start	GOLD assessment	\$343.50
Hometown Leasing	copiers/printers lease	\$1,889.00
Ideal Market	Summer PALLS supplies	\$10.16
Ideal Market	New teacher meeting	\$12.67
Ideal Market	distilled water	\$1.37
Ideal Market	softener salt	\$47.92
Ideal Market	summer school snacks, supplies	\$77.45
Imagine This Enterprises, Inc.	Porter supplies	\$91.95
Jaimey Bryant	logo creation	\$50.00
Jennifer Simpkins	Action Plan Workshop stipend	\$150.00
Jennifer Simpkins	Monthly Leadership meetings stipend	\$288.00
John Druba	trash service	\$513.00
JW Pepper & Son Inc	White 2019-20 supplies	\$123.44
JW Pepper & Son Inc	White 2019-20 books, supplies	\$254.80
JW Pepper & Son Inc	Elem Band music	\$59.99
JW Pepper & Son Inc	Elem Band music	\$91.00
JW Pepper & Son Inc	JH folders	\$29.99
JW Pepper & Son Inc	JH music	\$11.25
Kenny's Lumber and Farm Supply Inc	ceiling tiles, paint supplies, tools	\$3,241.83
KSB School Law, PC LLO	June 2019 services	\$126.00
Marty Kobza	cell phone stipend	\$50.00
McGraw-Hill School Education Holdings, LLC	Baker Reading workbooks, Teacher materials	\$794.12
McGraw-Hill School Education Holdings, LLC	Grade 6 Math	\$403.42
McGraw-Hill School Education Holdings, LLC	Grade 6 Math	\$172.72
Meininger Fire Protection, Inc	sprinkler/backflow inspection	\$595.00
Melissa Meyer	Action Plan Workshop stipend	\$150.00
Melissa Meyer	Monthly Leadership meetings stipend	\$324.00
Menards	custodial supplies	\$33.95
Midwest Floor Specialists, Inc	Gym floor refinish	\$2,950.00
National Art & School Supplies Inc	Dayna Miller supplies	\$36.68
Nebraska Council of School Administrators	Going NCE Conference	\$305.00
Newsela Inc	2019-20 renewal, power words, social emotional learning	\$4,725.00
Nex-Tech	offsite backup	\$260.00
Nex-Tech	security cameras lease	\$725.00
Nex-Tech Communications	Network labor	\$72.50
One Source	Hayes background check	\$15.00
Pavelka Truck & Trailer Repair	Bus 3 repairs	\$376.18
Pavelka Truck & Trailer Repair	Bus 7 repairs	\$327.37
Paxton/Patterson	Going supplies	\$330.76
Petro Plus	SPED Bus 17 gas	\$455.48
Petro Plus	mower gas	\$271.00
Petro Plus	PALLS Van 7 gas	\$91.76
Petro Plus	Summer school gas	\$370.46
Petro Plus	cust/staff gas	\$331.58
Play with a Purpose	PK table	\$373.23
Really Good Stuff, LLC	Blackstone supplies	\$228.40
Really Good Stuff, LLC	Hansen summer school	\$49.43
Scholastic Inc.	PK, Elem Scholastic subscriptions	\$1,283.21
School Specialty	Elem supplies	\$32.54
School Specialty	Daily Record books	\$51.84
School Specialty	Porter supplies	\$193.63
School Specialty	Elem supplies	\$157.75
School Specialty	PALLS, Baker, J Utecht supplies	\$635.31
School Specialty	Grade 4 table, chairs	\$1,472.66
School Specialty/Classroom Direct	Elem supplies	\$487.55

School Specialty/Classroom Direct	Elem supplies	\$40.35
Science First	Hershberger supplies	\$71.55
Sharon F Biltoft	2018-19 PBiS leadership team monthly meetings	\$210.00
SocialSchool4EDU	2019-2020 Social Media contract	\$6,500.00
South Central Electric LLC	electrical work	\$305.09
South Central Electric LLC	tech repair supplies	\$18.56
Staples Business Advantage	Elem supplies	\$26.80
Superior Ace Hardware	maintenance supplies	\$550.29
Superior Activity Account	2019-20 operating transfer	\$20,000.00
Superior Activity Account	2019-20 operating transfer	\$250.00
Superior Activity Account	2019-20 operating transfer	\$750.00
Superior Activity Account	2019-20 operating transfer	\$4,000.00
Superior Exterminating	flea trap replacement strips	\$15.00
Superior Exterminating	June 2019 treatment	\$233.20
Superior Motor Parts	maintenance supplies	\$18.86
Superior Motor Parts	Bus maint supplies	\$50.51
Superior Pharmacy	label refill	\$25.98
Superior Publishing Co., Inc	mtg notices, proceedings	\$101.55
Superior Utilities	monthly utilities	\$8,576.60
SYNCB/AMAZON	PK supplies, chair bands	\$135.14
SYNCB/AMAZON	books and labels	\$66.32
SYNCB/AMAZON	Christiancy - shop vac, battery, utility cart	\$284.96
SYNCB/AMAZON	Book	\$13.92
SYNCB/AMAZON	outlet rack, DVR rack, face plate adapters	\$182.85
SYNCB/AMAZON	Hansen summer school	\$160.75
SYNCB/AMAZON	HDMI cables, adapters, laptop screen	\$281.86
Teacher Created Resources	Baker supplies/charts	\$295.70
Teacher Direct	Elem supplies	\$443.10
Tech to School	Fuller computers	\$3,740.00
The Sherwin Williams Co	paint	\$768.05
The Sherwin Williams Co	paint	\$1,154.24
The Superior Express	cook & admin asst ads	\$23.22
Triarco	Rempe supplies	\$415.73
U.S. Bank	summer school snacks, supplies	\$124.40
U.S. Bank	Rug for 4A	\$259.00
U.S. Bank	Teacher orientation meal	\$116.59
U.S. Bank	PBiS training meal	\$62.92
U.S. Bank	Grabast-Co-Writer subscription	\$4.99
U.S. Bank	bus inspection meal	\$61.00
U.S. Bank	drum head	\$25.48
U.S. Bank	PBiS training meal	\$93.99
U.S. Bank	PBiS training meal	\$112.50
U.S. Bank	ABC Teach subscription	\$49.99
Verizon Wireless	jet pack	\$35.01
Verizon Wireless	admin, custodian phones	\$165.45
Verizon Wireless	PALLS Van 7 phone	\$23.57
Verizon Wireless	bus/van phones	\$243.66
Verizon Wireless	SPED Bus 17 phone	\$23.57
Verizon Wireless	SPED Van 3 phone	\$23.57
WageWorks, Inc.	Flex plan admin fee	\$187.50
Windstream Nebraska Inc	100 MB service	\$149.06
Woodwards Disposal	shredding service	\$5.00
Yandas Music & Pro Audio	trombone repairs	\$48.00
Yandas Music & Pro Audio	trombone repairs	\$48.00
Yandas Music & Pro Audio	clarinet repairs	\$61.60
Yandas Music & Pro Audio	Saxophone repairs	\$48.00
Payroll & Benefits		\$430,656.92
	Total	\$548,279.53

5018

Parent and Guardian Involvement In Education Practices

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

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

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

- b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

- c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials requires for the course project.

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

Industrial Technology Classes	\$5 per semester plus \$20 to \$800 depending on student choice of materials for personal projects.
Art Classes	\$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.
Family and Consumer Science Classes	\$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.
Agriculture Education Classes	\$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the

device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$40.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$35. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.

6. Extracurricular Activities.

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

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

Student season pass	\$20.00 Covers admission to all home extracurricular events, excludes conference and NSAA activities.
Student participation fee	\$20.00 Required of all students who participate in athletics and/or other extracurricular activities. Includes season pass.
Future Business Leaders of America	Annual membership fee of \$10. Cost of attendance at State and/or National Conventions are the student's responsibility.
FFA	Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
Art Club	Annual membership fee of \$10
Spirit/Yell Squad/Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group.
Football	Students must provide their own football

Golf	shoes, undergarments, and mouth guards. Students must provide their own golf shoes, undergarments, and clubs.
Physical Education	Students are responsible for the cost of off campus activities, if not graded.
Track, Volleyball, Wrestling, and Basketball	Students must provide their own shoes and undergarments.
FCCLA	Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
Foreign Language Club	Annual membership fee of \$10.

7. Post-Secondary Education Costs.

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

8. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be \$10.

9. Copies of Student Files or Records.

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

The district will charge a fee of \$0.10 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$100 per month.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$300.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program - Grades K-12
 - Regular Price \$1.35
 - Reduced Price \$0.30
- Lunch Program - Grades K-4
 - Regular Price \$2.50
 - Reduced Price \$0.40
 - Extra Milk \$0.45
 - Seconds \$0.50 to \$1.50
- Lunch Program - Grades 5-12
 - Regular Price \$2.75
 - Reduced Price \$0.40
 - Extra Milk \$0.45
 - Seconds \$0.50 to \$1.50

13. Charges for Musical Extracurricular Activities.

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

Band	Students must provide their own instruments and marching band shoes, plus a suggested \$10 uniform cleaning fee.
Swing Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group.

14. Contributions for Secondary Grade Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$5 to \$100.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: June 11, 2018

Revised on:

Reviewed on: July 9, 2018

Student Fee Waiver Application

The school district will waive certain fees for students who qualify' for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver:

Part 2: Specific fee(s) for which you are requesting a waiver:

Part 3: Eligibility. Select ONE (a, b, or c) of the following:

- a. ☐ Check here if your child is eligible for fee waivers because he or she is a foster child.

Please attach official documentation from the agency sponsoring the child.

- b. ☐ Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
- A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF
- An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

- c. ☐ Check here if you are claiming your child is eligible because your household income is less than 80% of poverty level.

Please complete the following:

Name

(list everyone in your household)

	Last month's income and how often it was received Example: \$100/monthly, \$100/twice a month, \$100/every other week				Check if no income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and **how often** it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state social security office, check stub, or letter from Workers' Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4: Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to affect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school District.

Sign here: _____

Date: _____

RESOLUTION

WHEREAS, Jamy Sullivan was elected as a member of the Superior Public Schools Board of Education for a term beginning January, 2017 and ending on the first Thursday after the first Tuesday in January, 2021; and

WHEREAS, on June 17, 2019, the board accepted a resignation from Jamy Sullivan, thereby creating a vacancy; and

WHEREAS, NEB. REV. STAT. 32-570(3) provides for the remaining members of the board to fill the vacancy by appointment of a qualified registered voter; and

WHEREAS, on July 1, 2019 the board provided advance publicized notice of the meeting to be held on July 8, 2019 to appoint a new member to fill the vacancy; and

WHEREAS, Luke Meyers is a qualified registered voter of the district and has expressed an interest in school affairs; and

NOW, THEREFORE BE IT RESOLVED as follows:

1. That after due consideration of the qualifications of the candidates and any public comments received, the board appoints Luke Meyers to the Superior Board of Education for a term ending on the first Thursday after the first Tuesday in January, 2021.
2. The board secretary, in collaboration with the superintendent, shall cause a copy of this resolution to be filed with the Secretary of State or county or township clerk.

ADOPTED this 8th day of July, 2019.

Nuckolls County School District No.
65-0011, commonly known as
Superior Public Schools

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Minutes from the April 4, 2019 Meeting

The Board of Directors of the Superior Public Schools Foundation met April 4, 2019 at 7:30 a.m. in the High School Guidance Office.

Those present were Bob, Tipton, Jason Ray, Jacki Porter, Marty Kobza and Kim Williams.

Absent: Jason Jensen, Andrew Miller

President Bob Tipton called the meeting to order.

Jason Ray presented a financial report.

Scholarship applicants for 2019 were reviewed and scholarships awarded as follows:

Bossemeyer - \$1,500 Malori Grabast

Megan Miller

Tate Rothchild

Wyatt Schuster

Dahlgren - \$1,500 Jaimey Bryant

Kylie Eitzmann

Danielle Freeman

Adin Leibel

Natalie McMeen

Ashley Rand

Trenten Theis

Ben Vyzourek

Woerner - \$1,000 Taylor Barga

Discussion and motion made by Bob Tipton, seconded by Jason Ray that all necessary action be taken to donate and transfer ownership of the Miller Memorial Weight Room from the Superior Public Schools Foundation to Superior Public Schools. 5-0-0 motion carried.

With no further business the meeting was adjourned by Bob Tipton at 8:10 a.m.

Kim Williams, Secretary

Superior Public Schools

Business Manager Job Description

It is the policy of Superior Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

A. Job Title: Business Manager

B. Department: Administration

C. FLSA Status: Non-Exempt

D. Essential Requirements:

1. High School Diploma - Business School training preferred
2. Must have good knowledge of double entry bookkeeping procedures
3. Must have good knowledge of computers (PC preferred)
4. Must have good knowledge of common office machines
5. Must have filing and organizational skills
6. Must have good keyboard skills
7. Ability to meet and greet people
8. Flexible
9. First aid training preferred
10. Experience preferred
11. No history of child abuse or negligence
12. Knowledge of School Budgeting Practices

E. Reports To: Superintendent

F. May Receive Guidance From: Superintendent

G. Essential Job Functions:

1. General business skills
2. Operates business machines
3. Process purchase orders
4. Process check writing to vendors
5. Process receipts and reconcile bank statements
6. Balance accounts at end of the month and year
7. Provide financial reports monthly
8. Process bulk mailings
9. Supervise a variety of tasks at the same time
10. Poised
11. Good oral and written skills

12. Budgeting Processes
13. Proofreading skills

H. Working Conditions:

1. Inside
2. Office
3. Work of a repetitive nature

I. Job Tasks:

1. Manage and maintain executives' schedules.
2. Greet visitors and determine whether they should be given access to specific individuals.
3. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
4. Operate computers programmed with accounting software to record, store, and analyze information.
5. Comply with federal, state, and School District policies, procedures, and regulations.
6. Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
7. Classify, record, and summarize numerical and financial data in order to compile and keep financial records, using journals and ledgers or computers.
8. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
9. Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
10. Open, sort and distribute incoming correspondence, including e-mails and faxes.
11. Access computerized financial information to answer general questions as well as those related to specific accounts.
12. Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
13. Prepare budgets and budget documents
14. Complete various reports for the Department of Education.

J. Knowledge:

1. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
2. Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
3. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
5. School District staff and patrons and Personal Service — Knowledge of principles and processes for providing School District staff and patrons and personal services. This includes School District staff and patrons needs assessment, meeting quality standards for services, and evaluation of School District staff and patrons satisfaction.
6. Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications and programming.
7. Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
8. Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

K. Skills

1. Mathematics — Using mathematics to solve problems.
2. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
3. Time Management — Managing one's own time and the time of others.
4. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
5. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
7. Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
8. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
9. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
10. Speaking — Talking to others to convey information effectively.
11. Coordination – Adjusting actions in relation to others' actions.
12. Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

L. Abilities

1. Near Vision — The ability to see details at close range (within a few feet of the observer).
2. Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
3. Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

4. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Written Comprehension — The ability to read and understand information and ideas presented in writing.
6. Written Expression — The ability to communicate information and ideas in writing so others will understand.
7. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
8. Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
9. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
10. Speech Clarity — The ability to speak clearly so others can understand you.
11. Speech Recognition — The ability to identify and understand the speech of another person.

M. Work Activities:

1. Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
2. Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
3. Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
4. Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
5. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
6. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

7. Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
8. Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
9. Performing Administrative Activities — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
10. Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
11. Communicating with Persons Outside Organization _ Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by e-mail or by telephone.
12. Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
13. Updating and using Relevant Knowledge – Keeping up-to-date technically and applying new knowledge to your job.

N. Required Employee Characteristics:

1. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
2. Integrity — Job requires being honest and ethical.
3. Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
5. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
6. Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Initiative — Job requires a willingness to take on responsibilities and challenges.
8. Persistence — Job requires persistence in the face of obstacles.

9. Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
10. Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
11. Adaptability/Flexibility – Job requires being open to change (positive or negative) and to considerable variety in the workplace.

O. At Will Employment: Employment with the School District is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with the School District is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in a writing signed by the Superintendent of Schools.

P. Essential Functions: The essential functions of the Business Manager position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Essential Physical Requirements Business Manager	Item is not a requirement of the job	Occasional – up to 33% of time	Occasional/Essential – up to 33% of time, absolutely essential to the job	Frequent – between 34% - 66%	Continuous – over 66% of time
Stamina					
1. Sitting					X
2. Walking				X	
3. Standing				X	
4. Sprinting/Running					
Flexibility					
5. Bending or twisting at the neck more than the average person		X			
6. Bending or twisting at the trunk more than the average person		X			
7. Squatting/Stooping/Kneeling		X			
8. Reaching above the head		X			
9. Reaching forward		X			
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)					
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength					
13. Driving on the job		X			
14. Typing non-stop					X
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a lid on a jar)				X	
16. Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements					
17. Lifting up to 10 pounds (Mark all that apply)		X			
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead		X			
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead		X			
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist					
Waist to shoulder					
Shoulder to overhead					
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist					
Waist to shoulder					
Shoulder to overhead					
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?					
Pushing/Pulling					
23. 25 to 50 pounds					
24. 51 to 75 pounds					
25. 76 to 90 pounds					
26. Over 90 pounds					
Carrying					
27. 10 to 25 pounds		X			
28. 26 to 50 pounds					
29. 51 to 75 pounds					
30. 76 to 90 pounds					

Essential Physical Requirements Business Manager	Item is not a requirement of the job	Occasional – up to 33% of time	Occasional/Essential – up to 33% of time, absolutely essential to the job	Frequent – between 34% - 66%	Continuous – over 66% of time
31. Over 90 pounds					

Superior Public Schools

Speech-Language Pathologist - Job Description

It is the policy of Superior Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Speech Language Pathologist
- B. Department:** Instruction
- C. FLSA Status:** Profession exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed in this activity as a teacher.
- D. Education Level and Certification:** Master's degree or higher required. Certification from the American Speech-Language and Hearing Association (CCC or CFY) is preferred but not required. Must possess a Nebraska Teaching Certificate at all times during employment with such endorsement as require by NDE Rule 10. In addition, must possess a current Nebraska State License in speech-language pathology.
- E. Reports To:** Building Principal
- F. May Receive Guidance From:** Building Principal or other district SLP
- G. Essential Job Functions:**
 - 1. General therapy skills related to communication disorders
 - 2. Basic Computer and business machines knowledge
 - 3. Organizational skills
 - 4. Good oral and written skills
 - 5. Work well with children
 - 6. Skills in public relations
 - 7. No history of child abuse or negligence
 - 8. Confidentiality of information regarding staff, students and/or parents
 - 9. Participate in professional growth activities and trainings.
- H. Working Conditions:**
 - 1. Inside classroom
 - 2.. Outside for activities with students and student supervision

I. Job Tasks:

1. Assess and determine if a student qualifies as a student with a Speech-Language Impairment (SLI) according to state and federal mandates.
2. Confer with team members to develop and implement individual education plans that meet the child's educational needs in the areas of: academics, behavior, communication, physical and social development.
3. Provide expertise in determining the most appropriate services to meet the speech-language needs of the child.
4. Provide speech-language services to the qualifying student in the least restrictive environment (LRE).
5. Educate the community, school staff, and parents regarding speech-language development, disorders and services.
6. Supervise communication assistants.
7. Consult with school student assistance / problem solving teams on request.
8. Monitor and document student progress to determine when change of services or dismissal from services is appropriate.
9. Provide mentorship and support within the speech-language department.
10. Establish and enforce rules for behavior and policies and procedures to maintain order among the students for whom they are responsible.

J. Knowledge:

1. Education and Training - Knowledge of principles and methods for speech-language therapy, teaching and instruction for individuals and groups, and the measurement of therapy effects.
2. English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Mathematics - Knowledge of arithmetic, algebra, geometry, and their applications.

K. Skills

1. Instructing - Teaching others how to do something.
2. Learning Strategies - Selecting and using therapy/instructional methods and procedures appropriate for the situation when learning or teaching new communication skills.
3. Speaking - Talking to others to convey information effectively.

4. Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
5. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
6. Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
7. Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
8. Writing - Communicating effectively in writing as appropriate for the needs of the audience.
9. Service Orientation - Actively looking for ways to help people.
10. Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

L. Abilities

1. Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
2. Written Comprehension - The ability to read and understand information and ideas presented in writing.
3. Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
4. Written Expression - The ability to communicate information and ideas in writing so others will understand.
5. Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
6. Speech Clarity - The ability to speak clearly so others can understand you.
7. Fluency of Ideas - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
8. Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
9. Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
10. Near Vision - The ability to see details at close range (within a few feet of the observer).

M. Work Activities:

1. Training and Teaching Others – Identifying the educational needs of others, developing formal educational training programs or classes, and teaching or instructing others.
2. Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems
3. Interpreting the Meaning of Information for Others – Translating or explaining what information means and how it can be used.
4. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
5. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
6. Communicating with Persons Outside the Organization – Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or email.
7. Assisting and Caring for Others – Providing personal assistance, medical attention, emotional support, or others personal care to others such as coworkers, customers, or patients.
8. Monitor Processes, Materials, or Surroundings – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
9. Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
10. Thinking Creatively – Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

N. Required Employee Characteristics:

1. Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail – Job requires being careful about details and thorough in completing work tasks.
3. Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.

4. Integrity – Job requires being honest and ethical.
 5. Concern for Others – Job requires being sensitive to others’ needs and feelings and being understanding and helpful on the job.
 6. Self-Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
 7. Stress Tolerance – Job requires acceptive criticism and dealing calmly and effectively with high stress situations.
 8. Adaptability/Flexibility – Job requires being open to change (positive or negative) and to considerable variety in the workplace.
 9. Independence – Job requires developing one’s own way of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
 10. Initiative – Job requires a willingness to take on responsibilities and challenges.
- O. Continuing Contract Law:** Employment with the School District is subject to the rights and responsibilities of the Nebraska Teacher Tenure Act, Neb. Stat. 79-824 et. Seq and the terms of the Teaching Contract between the teacher and the school district. The terms of employment agreement may not be modified except in writing signed by the Superintendent of Schools.
- P. Essential Functions:** The essential functions of the Speech-Language Pathologist position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Essential Physical Requirements Speech Language Pathologist		Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
Stamina						
1.	Sitting					X
2.	Walking					X
3.	Standing					X
4.	Sprinting/Running	X				
Flexibility						
5.	Bending or twisting at the neck more than the average person		X			
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward		X			
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12.	Hand/grip strength	X				
13.	Driving on the job					X
14.	Typing non-stop		X			
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder	X				
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling						
23.	25 to 50 pounds		X			
24.	51 to 75 pounds	X				
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
Carrying						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds	X				
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				



**2020 MODEL BLUE BIRD
ALL-AMERICAN**

Rev. 9-9-15

Prepared Especially For:

SUPERIOR PUBLIC SCHOOLS

By: TYLER COX

Date: 06/21/2019



Distributed And Serviced
By:
Nebraska/Central Equipment, Inc.
112 Apollo Avenue
P O Box 3
Alda, Nebraska 68810
308-381-2473

2020 BLUE BIRD ALL-AMERICAN **EXCEEDING NEBRASKA MINIMUM STANDARDS**

QUANTITY	MODEL NUMBER	WHEELBASE	HEAD ROOM	BODY LENGTH	NUMBER ROWS	KNEE SPACING	CAPACITY
ONE (1)	T3RE 4006	273"	77"	40' 06"	12 ROWS	32.5"	46 STUDENTS

~ OVERVIEW ~

ENGINE: CUMMINS – 9.0 LITER, DIESEL, 300HP @ 860LB-FT

TRANSMISSION: ALLISON, 3000 PTS 6 -SPEED AUTOMATIC

AXLES: **FRONT -** HENDRICKSON 14,600 LB. WITH HENDRICKSON AIR SUSPENSION FRONT 13,200
REAR - HENDRICKSON 23,500 LB. WITH HENDRICKSON AIR SUSPENSION REAR AXLE, 5.29

BRAKES: MERITOR AIR BRAKES, 6" FRT/7" RR

ALTERNATOR: **325 AMP, AVI 160 HI OUTPUT LEECE NEVILLE**

FUEL TANK: **100 GALLON BETWEEN FRAME RAILS, RH FILL**

BATTERIES: **3 GROUP 31, 12V, 1875 CCA**

WHEELS: 10 STUD HUB PILOTED DISC, 8.25X22.5

TIRES: COOPER, 11R22.5, LRH, RHA FT/RHD RR

STANDARD FEATURES

- LATCHING AND LOCKING COMPARTMENT DOORS
- SCREWED DOWN PLYWOOD FLOOR
- DAYTIME RUNNING LIGHTS
- 3 POINT DRIVER'S SEAT BELT
- 2 PIECE CURVED SHADED WINDSHEILD
- ELECTRIC POWERED ENTRANCE DOOR
- STEPWELL LIGHT
- ELECTRONIC CRUISE CONTROL
- RETAINER ON EMERGENCY DOOR

Optional Features

----- CHASSIS -----

- BENDIX AD-9 AIR DRYER
- MULTI-STAGE AIR CLEANER
- 1000 WATT ENGINE BLOCK HEATER
- BATTERY DISCONNECT SWITCH
- 100 GALLON FUEL TANK
- TOW HOOKS FRONT AND REAR

----- BODY -----

- PASS-THRU LUGGAGE COMPARTMENT EQUALING 122 CU.FT.
- SINGLE SIDE LUGGAGE COMPARTMENT BOTH SIDES, 16 CU.FT **EACH**
- VANDAL LOCKS
- WINDSHEILD GRIP HANDLES
- 12K BTU DRIVERS HEATER
- 200K TOTAL BTU REAR HEAT
- HEATED REMOTE CONTROL EXTERIOR MIRRORS
- TINTED WINDOWS
- DRIVER'S ARM REST

----- ELECTRICAL -----

- AM/FM/MP3 RADIO
- PA SYSTEM
- 8 SPEAKER DELUXE STEREO
- 112 DB BACKING HORN
- MANUAL RESET BREAKERS
- STROBE LIGHT
- BACK-UP CAMERA

----- PAINT -----

- EXTERIOR FLEET WHITE
- BLUE BIRD LOGO BLACK
- 3M GRADE REFLECTIVE PACKAGE
- INTERIOR ASTRO WHITE

----- SEATS -----

- SHOULDER PADS
- MODESTY BARRIER
- SEAT BELT CUTTER
- C.E. WHITE ACTIVITY SEATS
- GRAY FIREBLOCK SEATS

----- ACCESSORIES -----

- RUBBER MUD FLAPS
- 5 LB FIRE EXTINGUISHER
- TRIANGULAR WARNING DEVICES
- FIRST AID KIT
- BODY FLUID KIT
- CUP HOLDER

----- INTERIOR -----

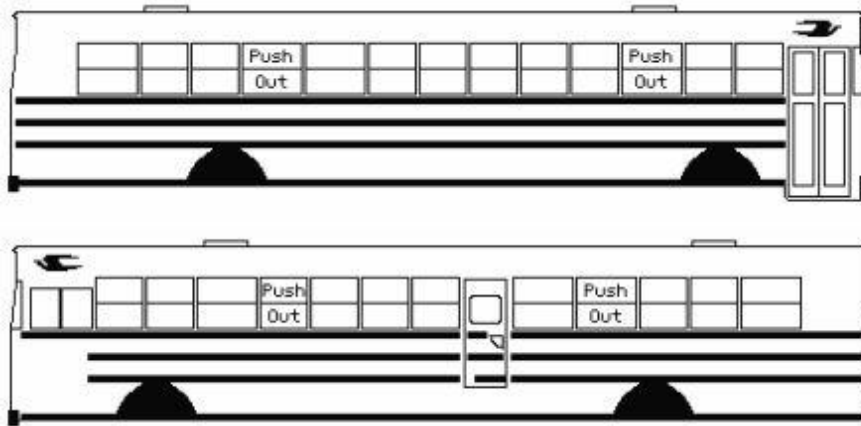
- 5/8" MARINE GRADE PLYWOOD FLOOR
- ACOUSTIC HEADLINING
- ALUMINUM FLOOR TRIM
- AUXILIARY DUAL DEFROST FANS
- FLOOR, BLACK RUBBER

----- EXTERIOR -----

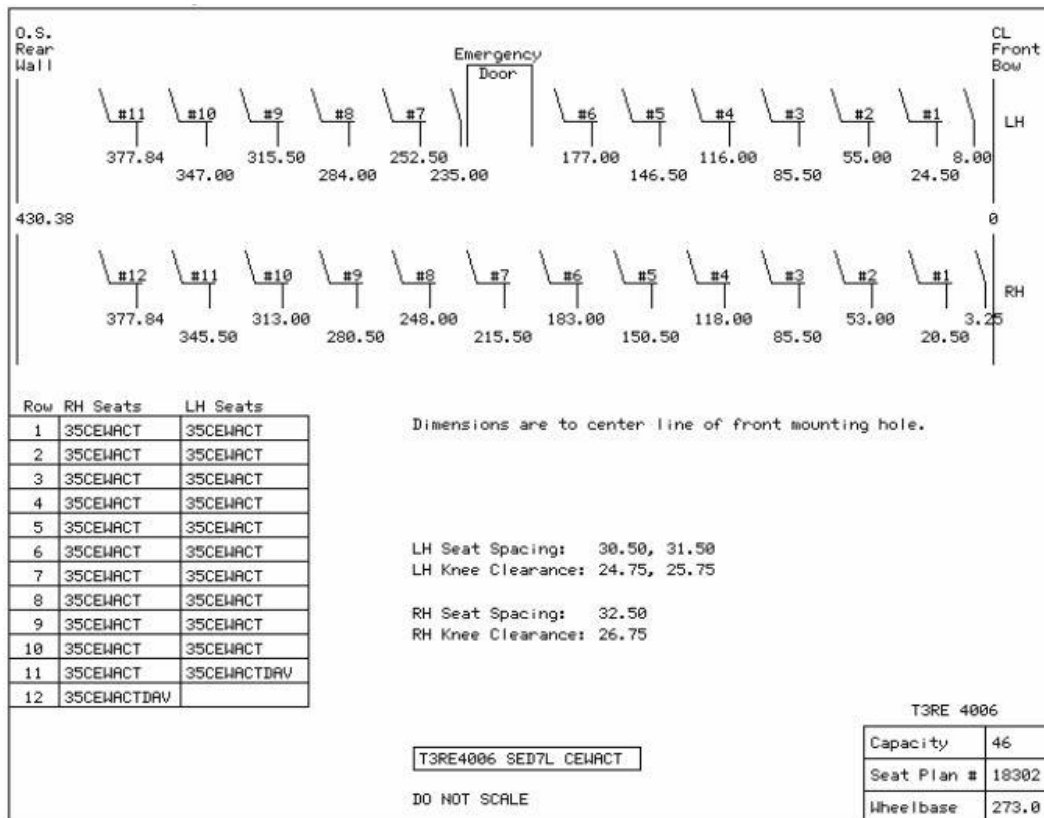
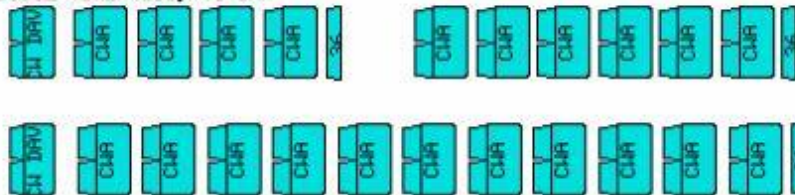
- FENDERS FRONT AND REAR RUBBER
- ALL WEATHER 26 INCH WIPER BLADES

----- EXTRAS -----

- DUCTED 160K BTU A/C WITH READING LIGHTS & USB PORTS



SP: 18302 T3RE 4006, 46 CAP



BODY, OPTIONS AND CHASSIS \$ 167,499.00

LESS TRADE-IN ALLOWANCE \$ N/A

YOUR NET PURCHASE PRICE \$ 167,499.00

****DELIVERY CHARGE F.O.B. CUSTOMER LOCATION* \$250.00***

PREPAYMENT OPTIONS:

100%: \$ 167,499.00 Prepayment Discount, Deduct..... < \$ 1,400.00 >

OPTIONAL EQUIPMENT:

- 1) >
- 2) >
- 3) >
- 4) >
- 5) >
- 6) >

ACCEPTANCE FOR:

BY: Tyler Cox

DATE: 06/21/2019

SCHOOL OR ORGANIZATION

BY: _____ ESTIMATED COMPLETION DATE: 90-120 DAYS

TITLE: _____

DATE: _____

ALL RESPONSIBILITIES OF OWNERSHIP AND LIABILITY ARE TRANSFERRED TO CUSTOMER AT DELIVERY ~ TERMS: NET CASH ON DELIVERY

EXAMPLE PICTURES: ACTIVITY SEATING:

C.E. WHITE ACTIVITY SEATING

(WOULD BE GREY VINYL TO MEET STATE SPECS)



Think slim—with the slimmest
Activity Seat in the Industry.

It's a modern style that makes school bus seating
look attractive.



The C.E. White Activity Seat from HSM Transportation Solutions

Maximize the number of seats on your bus while adding a sense of style with the C.E. White Activity Seat. This comfortable slim line seat was designed to ensure passenger safety while providing the versatility and knee space needed for transporting kids, teenagers and adults. And it meets FMVSS 222 school bus standards with optional 3-point, FMVSS 210 compliant belts for increased passenger safety.

HSM
Transportation Solutions

The C.E. White Activity Seat.

Slim line design combines comfort and safety in an attractive profile.



OPTIONS:

Fixed aisle armrest

A wide variety of fabric and vinyl upholstery inserts

Wall mount and leg locations to suit almost every bus

HSM

Transportation Solutions



FULL EXTERNAL BODY WRAP WITH LOGO:

FROM REVOLUTION WRAPS

We would work together with the wrap company to design a wrap that would include your logo, mascot, and school colors and would be installed before delivery, if you decided to add that feature. Below is a picture of the Hastings Public Schools activity bus that would be the same as yours with their new body wrap.



2002 Organization of the Board

1. Membership, Term and Election
 - a. The Board of Education shall be comprised of six members who will be elected at large.
 - b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.
2. Internal Organization
 - a. President
 - i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
 - ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.
 - b. Vice President
 - i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
 - ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.
 - c. Secretary
 - i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
 - ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings

is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
 - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
 - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve

as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

4. Committees

a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.

b. On or before the beginning of each school year, the board shall appoint three members to form a Committee on ~~Americanism~~ American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:

- i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
- ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
- iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;

- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
 - 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.
 - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

- iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
- iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

2006 Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the

administrator or Title IX/504 coordinator received the complaint.

4. A If either the complainant or the accused party who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A If either the complainant or the accused party who is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
- 6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which

they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

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

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

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

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

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

2014

Relationship with ~~School~~ District Attorney Legal Counsel

The board ~~of education shall choose an attorney~~ will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's ~~attorney legal counsel~~ on behalf of the district. The superintendent may give other members of the administration permission to contact the ~~school's~~ district's attorney legal counsel on an as-needed basis. Individual board members other than the president may not contact the ~~school~~ district's attorney legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the ~~school~~ district's legal counsel attorney without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the ~~school attorney~~ district's legal counsel is involved.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

2017
Indemnification and Liability Insurance

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A.** A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- B.** A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided

for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing. ~~which can be found earlier in this subsection.~~

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts. ~~which can be found earlier in this subsection.~~

B. Construction Projects with an estimated cost of **between \$100,000 and over \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.**

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$100,000 or more are subject to state

public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$100,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the

bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the

ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Contracts covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

Adopted on: June 11, 2018

Revised on: August 13, 2018

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

- 1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for

printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and

- 11.** Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

- 1.** A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- 2.** The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding

agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be **trained retained** until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the

requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: June 11, 2018

Revised on: August 13, 2018

Reviewed on:

3016
Use of Tobacco Products

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

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

3028

Sex Offenders

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

~~The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.~~

The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors

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

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

2. Threat Assessment Team

The threat assessment team (team) shall consist of superintendent, building principals and guidance counselor. Local law enforcement will be involved as needed. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of

concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

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

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

3046 **Service Animals at Schools**

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. SERVICE ANIMALS

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A “service animal” is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler’s disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

School District Inquiries. School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person’s disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used.

Health and Vaccination. ~~The service animal must be in good health and immunized against diseases common to that type of animal.~~ The owner or handler ~~of the animal~~ must ~~have~~ submit proof of current licensure from the local licensing authority ~~and including~~ proof of the service animal's current vaccinations and immunizations ~~from a licensed veterinarian required by law.~~

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody

and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

III. THERAPY ANIMALS

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

Therapy Animal. A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

Therapy Animal Standards and Procedures. The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

Request. An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used.

Training and Certification. The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

Health and Vaccination. The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

Control. A therapy animal must be under the control of the Owner at all times.

Identification. The therapy animal must have appropriate identification identifying it as a therapy animal.

No Disruption. The therapy animal must not disrupt the educational process by any of its behaviors.

Health and Safety. The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy Animals. The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Area(s). The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries. The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Other Therapy Animals. Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their

own benefit will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

5060 Animals

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy.

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also,** Miniature Horses below.

School District Inquiries. School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used.

Health and Vaccination. The service animal must be in good health and immunized against diseases common to that type of animal. The owner or handler of the animal must submit proof of current licensure

from the local licensing authority and proof of the service animal's current vaccinations and immunizations from a licensed veterinarian.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible

for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case by case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

5061 Therapy Dogs

The school district supports the use of therapy dogs by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

Therapy Dog. A "therapy dog" is a dog that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy dogs are not "service animals" as that term is used in the American with Disabilities Act. The dog must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy dogs are personal property of the teacher or employee and are not owned by the school district.

Therapy Dog Standards and Procedures. The following requirements must be satisfied **before** a therapy dog will be allowed in school buildings or on school grounds:

Request. An Owner who wants to bring a therapy dog to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy dog will be used.

Training and Certification. The Owner must submit the American Kennel Club's Canine Good Citizen Certification or its equivalent as determined by the Superintendent. The certification must remain current at all times.

Health and Vaccination. The therapy dog must be clean, well groomed, in good health, house broken, and immunized against diseases common to dogs. The Owner must submit proof of current licensure from the local licensing authority and proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian.

Control. A therapy dog must be under the control of the teacher or school employee through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy dog's safe, effective performance of its work or tasks. However, the therapy dog must be under the owner's control at all times.

Identification. The therapy dog must have appropriate identification identifying it as a therapy dog.

No Disruption. The therapy dog must not disrupt the educational process by barking, seeking attention, or any other behavior.

Health and Safety. The therapy dog must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy dogs. The Owner is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy dog.

Authorized Area(s). The Owner shall only allow the therapy dog to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy dog while on school property.

Exclusion or Removal from School. A therapy dog may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy dog;
- (2) The therapy dog is not housebroken;
- (3) The therapy dog presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy dog from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries. The Owner of a therapy dog is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy dog.

Therapy dog in Training. This policy shall also be applicable to therapy dogs in training that are accompanied by a bona fide trainer.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

3050 Technology in the Classroom

I. In General

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

II. Devices

- A. Non-district issued electronic devices may be provided by teachers for use in their ~~used in the~~ classroom, so long as the use of such devices is supervised by ~~under supervision of~~ a staff member and subject to the conditions set forth below.

Teachers who wish to bring a device into the classroom ~~on a regular or permanent basis~~, should inform the principal before deploying the device. The building principal may at his or her discretion prohibit the use of such devices or otherwise limit their use. The building principal may at any time direct that a teacher discontinue use of a given device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be ~~used~~ approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. ~~The district may at any time direct that a teacher discontinue use of a given device.~~

3. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, ~~that uses "listen in" functionality~~ that actively or passively create or transmit audio or video recordings must have that function disabled while the student ~~uses~~^{using} the device ~~is~~ in a district classroom unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.

- B. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

- A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

- B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

- C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

Nondiscrimination

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

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

4048

Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
 - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
 - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
 - informing the board of education of changes to the Nebraska ~~State—Accountability~~ Student-Centered Assessment System Security Procedures; and
 - signing and enforcing the Nebraska Student-Centered Assessment System ~~State—Accountability~~ Test Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
 - complying with the Nebraska Student-Centered Assessment System ~~State—Accountability~~ Security Procedures;

- taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and
- ensuring the security of all test materials.

2. Security Violations and Cheating

a. Classroom assessments

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

b. State Accountability Tests

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

4052

Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees **in accordance with this policy.**

Employees Suspected of Sexual Misconduct Against a Minor or Student

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

5002

Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of-state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is JMC.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators officials" include attorneys; members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; and as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. ~~No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person.~~ All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is

given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

5017

Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

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

Directory information does not include a student's social security number.

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

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year,

within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

5022
Investigations, Arrests, and Other Student Contact by Law
Enforcement and Health and Human Services

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that 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.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning **solely to further school purposes or avoid duplication of the investigative process**. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

~~If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.~~

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

Non-School Related Criminal Activity

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and 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.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

5035 Student Discipline

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: two days for every day missed.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

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.

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, **an electronic nicotine delivery system**, or a tobacco imitation substance or packaging, regardless of form,

including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, such as or 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. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon; and
- m. 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~~ the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of ~~state-law~~ the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of ~~state-law~~ the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

5063

Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately 30 days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district’s appropriate use and student discipline policies. subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

SUPERIOR PUBLIC SCHOOL DISTRICT

**Staff Handbook
2019-2020**

INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept with the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Superior Public School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Marty Kobza, Superintendent, PO Box 288, Superior, NE 68978, mkobza@superiorwildcats.org (402) 879-3257, ext 127.

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 4001 – Nondiscrimination

USDA Nondiscrimination Statement

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

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

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

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

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

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the building principal's office. No student or sponsor may make any purchase without prior approval from the building principal. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff and their spouses will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization or the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Board Policies, Rules and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student

Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.

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

- 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

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

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

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

do so.

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

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the

U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Marty Kobza at 402-879-3257 x 127, mkobza@superiorwildcats.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza at 402-879-3257 x 127, mkobza@superiorwildcats.org or in person at school. Employees who

believe that they have been the subject of any other unlawful discrimination or harassment should contact the Marty Kobza at 402-879-3257 x 127, mkobza@superiorwildcats.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation, and reading or responding to emails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, and overnight travel are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the building principal for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's email system. Each staff member must check his or her email account frequently throughout the school day. Staff members are allowed to use their school email accounts for a moderate amount of personal email correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal email is received on the staff member's school email account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys and Prox Cards

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys and prox cards issued to them and must keep them in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys and/or prox cards to the building principal immediately.

Meals Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase breakfasts for \$2.10 per meal or lunches for \$3.50 per meal. The lunch price includes one carton of milk. Extra cartons cost 45 cents.

USDA is an equal opportunity provider and employer.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations

should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or

supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Team

The threat assessment team (team) shall consist of superintendent, building principals and guidance counselor. Local law enforcement will be involved as needed. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the

individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

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

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent

- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 15th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on KRFS Radio. In addition, the JMC communications tools will be used to send text and phone messages to staff and students.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the

principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- c. withholding form W-4, and
- d. authorization to withhold for disability insurance benefits
- e. retirement benefit forms

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in

certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director

immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Superior Public Schools, unless otherwise instructed.

When students purchase items such as coats, rings, etc. through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Lab

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.

- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) be registered for 20 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a White Card (extra students listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

Examinations

Semester examinations will be given in all classes. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

A student is to be graded on academic performance. **A student's grade is not be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Report cards - Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. Following the end of each nine weeks grading period report cards will be given to students. **Students must have all fines and bills paid before receiving their report cards or having their online account reactivated.** The report cards are to be taken home.

Pupils entering school for the first time after the school year has started must be in school at least 4 1/2 weeks prior to the date report cards are issued to be entitled to receive a report card.

Elementary Grading Scales

Grading in the Superior Elementary Schools will follow the guidelines below. Quarter and Semester grades will be given. The Homeroom teacher and the Resource teacher will work cooperatively to give special needs students grades that are appropriate for that student's ability and effort. Parents may

be contacted concerning their student's performance.

Kindergarten: Each quarter the report card is marked with a different color. As skills are mastered, a check mark is given. A circle will be made around the appropriate letter and number as each skill is mastered.

Grades 1-2: The letter grades listed below will be used in all subject areas for grades 1-2

H	High Quality	97%-100%
S+	Above Average	90%-96%
S	Satisfactory	80%-89%
S-	Below Average	70%-79%
N	Needs Improvement	0%-69%

Grades 3-6: Percentage grades will be used in core curricular and related subject areas. Letter grades (H, S+, S, S-, N) will be given in Art, Handwriting, Band, Music, and Physical Education.

A+ 98% - 100%	C+ 82% - 84%	F 0%-69%
A 93% - 97%	C 77% - 81%	
B+ 90% - 92%	D+ 74% - 76%	
B 85% - 89%	D 70% - 73%	

Secondary Level:

Class Rank and Grade Point Average are computed twice yearly in grades 9-12 at the conclusion of each semester. Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each curriculum class in which he/she was enrolled. For the purposes of this policy, all classes are used for class rank except for Drivers Education and Teacher Aide.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for at least two semesters.

Grading Scale

A+ 98-100%	C 77-81%
A 93-97%	D+ 74-76%
B+ 90-92%	D 70-73%
B 85-89%	F 0-69%

C+ 82-84%

I

Incomplete

A student with a low grade 65% through 69% may receive a conditional passing grade for the first semester of a two semester course if the teacher thinks it advisable. However, at the end of the second semester the student's grades must average out to a 70 percent. The pupil's record must clearly be marked to indicate a conditional passing grade; otherwise, any grade below 70 percent is failing. There will be no conditional passing grades given at the end of the second semester.

Semester Test Policy

All students in grades 9-12 will be required to take a semester test in each class. **Semester tests are 15% of a student's final semester grade.**

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order form will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show**

page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center before school or during class time with their teacher's permission. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, email, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool.

Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.

- b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
- c) Each classroom teacher is responsible for distribution of class cards on time.
- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:50 a.m. and 3:50 p.m., Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:50 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains

the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered

proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse or medication trained personnel may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Coverage time compensation will be paid per the negotiated agreement.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.

- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees will be granted up to five days off from work with pay in the event of the death of your spouse, child, or parent; up to three days in the event of the death of your grandparents, grandparents-in-law, sister, brother, father-in-law, mother-in-law, son-in-law, or daughter-in-law, or grandchildren. All requests for bereavement leave should be submitted to your immediate supervisor.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day if they fall during the employees scheduled work week.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

Sick Leave

Classified employees will receive 8 days of sick leave annually cumulative to a 45 day cap. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Classified employees shall not be paid for accrued unused sick days in the event of termination of employment.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first three months of employment. After the completion of the last day of the third month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the sixth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

Nine month employees may accrue up to five days of vacation; Eleven/twelve month employees may accrue up to ten days of vacation. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year to bring the total of accrued vacation days to the maximum number of days allowed for his/her particular job assignment. In no event shall the employee receive any additional days beyond the maximum accrual cap listed above. Classified employees shall be paid for any unused vacation days in the event of termination of employment.

SUPERIOR PUBLIC SCHOOLS

High School
601 W. 8th St., PO Box 288
Superior, NE 68978-0288

Superior High School 402-879-3257, Ext. 1
Superior High School Fax 855-529-4534

Superior Elementary School
601 W. 8th St., PO Box 288
Superior, NE 68978-0288

Superior Elementary School 402-879-3257, Ext. 2
Superior Elementary School Fax 402-879-4054

Members of Board of Education

Matt Sullivan, President
Superior
402-879-1891

Vacant, Secretary
Superior

Brad Bilstoft
Superior
402-879-5841

Peggy Meyer, Vice Pres.
Superior
402-879-4047

Jason Jensen
Hardy
402-879-5760

Matt Bargaen
Superior
402-879-5886

School Administration

Superintendent
Marty Kobza
Superior, NE
307-683-6313

Business Manager
Kim Williams
Superior, NE
402-879-5391

Secondary Principal
Bob Cook
Superior, NE
402-879-5423

Secondary School Secretary
Stacey Shroyer
Superior, NE
402-879-5153

Elementary Principal
Doug Hoins
Superior, NE
402-879-5421

Elementary School Secretary
Marj Renz
Hardy, NE
402-879-8857

Superior Staff 2019-2020

Elementary Teaching Staff

Laura Baird -----402-460-8282 ----- Nelson
Kindergarten

Kaitlyn Moore -----308-293-0820 -----Superior
Kindergarten, JH Volleyball

Sonia West-----252-341-7413 -----Superior
Grade 1

Anne-Marie Ohmstede -----402-879-1910 ----- Guide Rock
Grade 2

Diane Kile -----402-879-5036 -----Superior
Grade 2

Dana Henry-----402-740-7695-----Superior
Grade 3, Assistant Volleyball

Taylor Ruzicka-Scheele -----402-317-1848 -----Fairbury
Grade 3

Tricia Kuhlmann -----402-200-1224 -----Superior
Grade 4

Luke Walz-----308-626-6427 -----Superior
Grade 4, Assistant Football

Beverly Beavers -----402-879-4625 ----- Superior
Grade 5

Katrina Hansen -----402-879-1004-----Superior
Grade 6

Krishna Scott -----308-870-5465 -----Superior
Grade 6, JH Volleyball

Tierney Casper -----402-710-1153 -----Superior
Vocal Music, Instrumental Music

Luke Chadwell -----402-274-7601-----Superior
Physical Education, JH Football, Head Boys Basketball

Jennifer Utecht -----402-879-5549-----Superior
Reading Specialist

Pam Hollingshead -----402-879-4105 -----Superior
Title 1

Heather Blackstone -----402-879-5301 -----Superior
Special Education

Courtney Baker -----402-879-1216 -----Superior
Special Education

Courtney Utecht -----402-870-2066-----Superior
Special Education

Jodi Grabast -----402-879-5259 -----Superior
Speech/Language

Secondary Teaching Staff

Corissa Arickx -----907-652-2001 -----Superior
Social Science

Kelsea Blevins -----402-274-7753-----Superior
Spanish, Head Volleyball, Junior Class Sponsor

Kristene Boyles -----402-879-1018 -----Superior
Special Education

Christina Ehlers -----402-469-5771 -----Superior
Math, Asst Girls Basketball

Sara Fuller -----785-647-5071 -----Burr Oak
Business, Library, FBLA, Asst Track, Sophomore Class Sponsor

Seth Going -----402-879-8136 -----Superior
Agriculture Education, FFA, Head Wrestling, JH Wrestling

Shane Haley -----308-352-8677 -----Nelson
Industrial Tech, Head Drama, Asst Speech

Ron Hershberger -----402-879-4727 -----Superior
Chemistry/Physics/Phys Science, Cross Country, Asst Track, Senior Class

Lisa Jameson -----308-530-1289-----Superior
Science/Biology/Physiology, Freshman Class Sponsor

Cindy Mellott -----402-879-5369-----Superior

Special Education

Dayna Miller -----402-879-3978 -----Superior
Math, Sophomore Class Sponsor

Kevin Miller -----402-879-4797 -----Superior
World History/Health Science, Athletic Director, S Club

Michelle Mueller -----402-879-5964 -----Superior
English, Jr. High Sponsor, Freshman Class Sponsor

Kelly Mumm -----402-768-3340 -----Hebron
English, Junior Class Sponsor

Jacki Porter -----402-879-5598 -----Superior
Guidance, TeamMates, Community Service Club

Melody Rempe -----402-879-3897 -----Superior
Art, Art Club, Student Council

Melissa Schuster-----785-875-4184 -----Superior
English/Soc Sci/Journalism, Yearbook, Flashlight, Student Council, Sr Class

Charles Syverson -----307-921-1580-----Superior
PE, Head Football

Mackenzie Trumble -----402-621-0470 -----Nelson
Speech/Language

Allison White -----308-293-3783 -----Superior
Vocal Music, Instrumental Music, Marching Band

Support Staff

Cindy Thornton -----402-879-5669 -----Superior
Secondary Library Paraprofessional, Acellus Coordinator, Adult Education

Rhonda Freeman -----402-879-1396 -----Superior
Elementary Library Paraprofessional

Donna Miller -----402-879-5557 -----Superior
AD Secretary, Concessions, Lunchroom

Brian Faust -----620-640-9364 -----Superior
Elementary Special Education Paraprofessional

Vacant-----
Elementary Special Education Paraprofessional

Nancy Hass -----402-879-5375 -----Superior
Elementary Communication Aide

Barb Healey -----402-879-3971 -----Superior
Elementary Special Education Paraprofessional

Melissa Jensen-----402-879-1070 -----Superior

Elementary Special Education Paraprofessional

Jeanie Keifer -----402-879-5657 -----Guide Rock
Elementary Special Education Paraprofessional

Margaret Brittenham -----402-879-1208 -----Superior
Secondary Special Education Paraprofessional

Bev Czirr -----402-879-4306 -----Superior
Secondary Special Education Paraprofessional

Crystal Disney -----402-879-8923 -----Superior
Secondary Special Education Paraprofessional

Megan McMeen -----402-879-5208 -----Webber
School Nurse

21st Century Learning Staff

Jamie Henderson, Project Director ---402-879-1125 -----Superior

PALLS Preschool Staff

Kara Smith -----402-879-1619 -----Superior
Teacher

Mary Tietjen -----402-879-5573-----Superior
Teacher

Christin Hanson-----402-879-5255 -----Superior
Paraeducator

Vacant
Paraeducator

Custodial Staff

Kent Kottmeyer -----402-879-4475 -----Superior

Gwen Mohler -----402-879-5169 -----Superior

Austin Nondorf -----402-879-1133 -----Superior

Teresa Richardson -----402-257-7117 -----Guide Rock

Diane Streit -----402-257-3575 -----Guide Rock

Kitchen Staff

Mary Hamilton -----402-879-4671 -----Superior

Missy Erickson -----402-879-1109 -----Superior

Vacant

Marilyn Hayes -----402-879-1822 -----Superior

Vacant

Transportation Personnel

Kevin Knoell, Bus Supervisor -----402-879-5661 -----Superior

David Allgood -----402-879-1881 -----Superior

Tonya Cool -----402-879-1067 -----Superior

Sandee Heller -----402-257-2275 -----Guide Rock

Tammy Imler -----402-879-1482 -----Hardy

Jeff Kimberly -----402-519-0570 -----Superior
Roxane Thompson -----402-226-2811 -----Oak
Katie Young -----402-879-9143 -----Hardy

Non-Teaching Extra Duty Staff

Lisa Butler (JH Volleyball, Asst Track)
Ryan Butler (JH Football, Asst Boys Basketball)
Mindy Clyde (JH Girls Basketball)
Steph Corman (Drill Team)
Carla Hoins (Head Track)
Sarah Kirchhoff (JH Girls Basketball)
Jessica Shepler (Asst Volleyball)
Syd Shepler (Asst Football)
Jim Sullivan (Girls Basketball)
Jeremy Tatro (Asst Wrestling)
Kirk Utecht (Boys Golf)
Kelvin Whitmore (JH Boys Basketball)

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors email and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use

of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

1. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

2. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of Superior Public School District's Staff Handbook which includes:

- 1) the District's drug-free workplace policy statement; staff internet and computer use policy; and
- 2) my authorization for the District to deduct or withhold from my pay amounts necessary to offset any damages I cause to district property or the value of property or money entrusted to me or owed by me to the unified district during the course of my employment.

I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

Signature

Date

Superior Elementary School 2019-20 Handbook For Students - Parents – Teachers

**Superior Elementary School
601 West 8th Street
Superior, NE 68978
402-879-3025
402-879-3257**



**Marty Kobza
Superintendent
402-879-3257 EXT. 127**



**Doug Hoins
Elementary Principal
402-879-3257 EXT. 125**

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MISSION STATEMENT

The mission of the Superior Public Schools is to provide a student-centered environment that ensures personal success by developing resilient, healthy, productive citizens through partnerships with families and the community.

INTRODUCTION

Dear Students, Parents, Staff,

Welcome back to school and the 2019-20 school year! I hope everyone had a great summer! I am looking forward to working with the students at Superior Elementary School. The teachers, staff and myself are very excited for the upcoming school year! I enjoy working with elementary students at Superior Public Schools and I am looking forward to another great year!

Please take some time to look through our school handbook and go over procedural items with your student. The handbook is to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Superior Elementary School. Students and parents are responsible for becoming familiar with the handbook. Parents are encouraged to use the handbook as a resource to help their child follow the rules contained in the handbook.

Information found in the handbook may be detailed and specific, however the handbook is not intended to cover every situation that may occur during the school year. The administration reserves the right to make decisions and rule revisions at any time to assure the well-being of all students. The administration is responsible for interpreting the rules in the handbook. If a situation arises that is not specifically covered in the handbook the administration will make a decision based on school district policies and state/federal regulations.

The Handbook Parent Acknowledgement Form sent home in your child's RED FOLDER should be returned to the office by: Monday, August 19, 2019. If you have any questions about the handbook please call me at school 879-3025 (ext. 125).
Once again, "WELCOME BACK!"

Your partner in education,

Doug Hoins
Elementary Principal

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Marty Kobza
Title: Superintendent
Address: 601 West 8th Street
Telephone: 402-879-3257 ext, 127
E-mail: mkobza@superiorwildcats.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 4001 – Nondiscrimination.

NO DISCRIMINACIÓN EN PROGRAMAS EDUCATIVOS Y ACTIVIDADES

Las escuelas públicas superiores no discrimina en base de raza, color, origen nacional, género, edad, discapacidad, estado civil, o basado en dichas clases protegidas, en la admisión o acceso, o tratamiento de empleo o programas educativos y actividades. Cualquier persona que tenga información o consultas con respecto a cualquier tal discriminación es dirigida en contacto con el Superintendente en la escritura en las escuelas públicas superiores, POB 288, Superior, NE 68978 o por teléfono al (402) 879-3257 ext 127. Cualquier persona puede comunicarse también con el Office of Civil Rights, U.S. Department of Education: por correo electrónico a OCR.KansasCity@ed.gov; por teléfono al (816) 268-0550; o por fax al (816) 268-0599, con respecto a las quejas de discriminación basado en raza, color, origen nacional, género, edad, discapacidad así como quejas relativas a la denegación del acceso o la otra discriminación contra Boys Scouts o de otros grupos juveniles.

Puede contactar a cualquier persona que tenga preguntas acerca de las escuelas públicas superiores cumplimiento de título II, título IV, Título IX y la sección 504:

Marty Kobza, Superintendente
Superior de las escuelas públicas del distrito 65-0011
601 West 8th Street
Superior, NE 68978
(402) 879-3257 ext 127
mkobza@superiorwildcats.org

El distrito de escuelas públicas de Superior 65-0011 ofrece la siguiente carrera y educación técnica programas para todos los estudiantes sin importar raza, color, origen nacional, incluyendo aquellos con dominio limitado del inglés, sexo o discapacidad en los grados 9-12: familia y Ciencias del consumidor, educación empresarial, agrícola y artes industriales. Deben contactar a las personas que buscan información adicional sobre la carrera y las ofertas de educación técnica y criterios específicos de requisitos previo.

Marty Kobza, Superintendente
Superior de las escuelas públicas del distrito 65-0011
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Superior, NE 68978
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mkobza@superiorwildcats.org

CHILD FIND

Superior Public School has the responsibility to identify, locate, and evaluate all children (birth through age 21) with disabilities and in need of special education related services, regardless of the severity of their disabilities. If you have questions or concerns about a child, please contact the Superintendent of Schools or Elementary School Principal (879-3257) concerning the district's special education referral process.

SECTION ONE ACADEMIC INFORMATION

Academics

Promotion and Retention of Students

The following are taken into consideration when deciding whether a student should be retained in lieu of promotion to the next grade.

1. The student's grades for the present year.
2. Regular attendance. Excessive absenteeism, even if excused, may be a basis for student retention.
3. The student's scores on the standardized achievement tests given in the spring.
4. What the student is capable of achieving.
5. The student's attitude and cooperation.
6. The student's actual age and physical size.
7. The parent's views are considered and parent's will be notified if retention is recommended.

If a student is recommended to be retained, a parent/teacher conference will be scheduled.

Report Cards

Following the end of each nine-week grading period, report cards will be given to students. **Students must have all fines and bills paid before receiving their report cards or having their online account reactivated.** The report cards are to be taken home.

Pupils entering school for the first time after the school year has started must be in school at least 4 ½ weeks prior to the date report cards are issued to be entitled to receive a report card.

Grading Scales

Grading in the Superior Elementary Schools will follow the guidelines below. Quarter and Semester grades will be given. The Homeroom teacher and the Resource teacher will work cooperatively to give special needs students grades that are appropriate for that student's ability and effort. Parents may be contacted concerning their student's performance.

Kindergarten: Each quarter a student will receive a standards/benchmark based-report card. As skills are mastered the report card will be marked accordingly each quarter.

Grades 1-2: The letter grades listed below will be used in all subject areas for grades 1-2

H	High Quality	97%-100%
S+	Above Average	90%-96%

S	Satisfactory	80%-89%
S-	Below Average	70%-79%
N	Needs Improvement	0%-69%

Grades 3-6: Percentage grades will be used in core curricular and related subject areas. Letter grades (H, S+, S, S-, N) will be given in Art, Handwriting, Band, Music, and Physical Education.

A+	98% - 100%	C+	82% - 84%	F	0%-69%
A	93% - 97%	C	77% - 81%		
B+	90% - 92%	D+	74% - 76%		
B	85% - 89%	D	70% - 73%		

Norm Referenced Achievement Tests (MAPS) and NSCAS State Testing

Norm-referenced achievement tests (MAPS) will be given to elementary students in grades 3-6 twice yearly. The purposes of these tests are to identify the achievement levels of students so that more appropriate instruction can be given to report yearly growth in achievement. The test results will be sent home to parents after testing sessions. Nebraska Student Centered Assessment System (NSCAS) testing will be given to all students in grades 3-8 in the areas of math and reading during the month of April each school year. Additionally, students in grades 5 & 8 will be given the NSCAS science test. All absences during testing periods should be avoided or kept to a minimum.

After School Sessions

Students who may have to stay after school will be allowed to telephone parents and advise them of the situation. Bus students who may have to stay will be given a 24-hour notice so that the parents may make plans to pick the student up the following night. We realize this could be an inconvenience to parents; however, the after school time is important and should still be reserved for any student who needs the after school time. Students who are failing may be required by their teacher to stay after school until their grade is passing. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness. After school sessions will not exceed 30 minutes from the time of dismissal.

Tutoring

It is expected that every effort will be made by the principal and teacher to help the student with difficulties at school before recommending that parents engage a tutor. The board believes that by maintaining a high-quality instructional staff and providing for a rich and varied curriculum the need for individual tutoring is minimized. The following rules relating to tutoring have been established:

1. A teacher may not arrange to tutor any student enrolled in his/her class for pay.
2. No tutoring for which a teacher receives a fee will be in a school building, without administrative approval.
3. Teachers who accept outside tutoring engagements make their own arrangements with parents for the fees assessed.

Homework

The average primary student will be doing his or her work at school. Primary teachers do encourage parents to listen to their children read and to go over addition and subtraction facts with them. Intermediate grade students may have some homework. No hard and fast rule concerning homework can be made. Some generally accepted guidelines should govern the teacher in the assignment of homework.

1. Homework should stem from real needs and the consideration of the total education background of the individual student.
2. Homework should serve a definite purpose; to provide drill or practice on a principle or skill already taught; to provide real- life application of the matter in hand; to develop appreciation for or knowledge of community resources; or to develop the personal culture of the student.
3. Homework should be reasonable in view of the student's situation. Health, housing conditions, outside work or responsibility, leisure time activity, and conflicting demands of home and school should not be allowed to become a frustrating and damaging combination for the student.
4. The teacher will check homework and mistakes will be marked. Teachers will indicate what work may be corrected and provide comments about work when possible.

Special Services

Remedial Reading and Math Programs may be available for those students who qualify. The programs may be offered in addition to the regular Reading/and or Math classes. Special Education classes are available to students who have been referred to our resource teacher and have a definite learning disability determined through extensive testing. Parents are required to give permission for this testing. Speech Therapy is also available for students.

In addition to the aforementioned services, Superior Elementary has access to services through ESU#9.

SECTION TWO

BASIC SCHOOL RULES AND GENERAL PRACTICES

Accidents

A report is to be filed with the building principal of all accidents involving teachers and/or students. All accidents, including vehicular accidents, in which teachers are involved while performing services for the school district shall be immediately reported to the Superintendent.

Announcements and Bulletins

Periodically, school bulletins will be disseminated. These will be sent out one per family, with the oldest student provided a copy.

Annual Health Screening Information

An annual health screening of students will be completed by the school nurse. This includes a measure of height and weight, oral screening for severe cavities and deformities, observation of and personal instruction on cleanliness. Grades K-6, 8, 10, and new students are given a farsighted vision screening and hearing screening. Kindergarten students will do a color vision test. Other students may be screened when a staff member or parent requests. Parents will be notified if their student does not pass the screening checks. Significant health information will be shared with appropriate staff.

Blood pressure screening is routinely done for grades 3,5,8,10 and 12. The nurse will also take BP readings on students as they request and as time permits. The nurse uses pediatric equipment for the appropriate ages and size of the child. The BP readings are compared to the percentile at risk chart established by the American Academy of Pediatrics. Any reading in the 90th percentile or above will be rechecked twice. If the BP continues in the 90th percentile or above, a note will be sent to the parents.

Scoliosis is a side-to-side curvature of the spine and early diagnosis is essential to allow for simple treatment. Treatment delayed beyond the growth years may limit their physical abilities. Progressive scoliosis will cause serious health complications later on if not treated. Parents will be notified if their child has any symptoms of a possible curvature. A diagnostic evaluation is recommended by the physician of your choice, and may involve a series of exams through the rapid growth years. Grade 5 is screened for scoliosis.

Health screenings will be conducted according to the DHHS Rules and regulations. If any parent wishes to object to any routine school screening of their student, they need to send a written statement within one week. However, parents are advised that they may be required to provide a medical exam report in place of allowing a health screening.

Asthma/Anaphylaxis Protocol and Procedures

As required by law, the school is ready to implement an emergency treatment plan anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction. This plan is known as a protocol.

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given. Then, albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter, which is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. Albuterol is commonly found in metered-dose inhalers. The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Blecha.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact the school office or nurse. **For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician.** In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific document and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the lifesaving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns about the protocol or your student’s health issues, please contact the school office or nurse 879-3025.

Attendance

Attendance Philosophy

The philosophy of Superior Schools is that student attendance is necessary for the proper education of the youth. Thus, regular attendance strengthens the student’s educational growth and well-being. Students cannot contribute to, or gain from, the discussions in class unless they are in attendance.

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a

public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

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

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility

includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences and Make-Up Privileges

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Death or serious illness of the student's family member
3. Attending a funeral, wedding, or graduation.
4. Observance of religious holidays of the student's own faith.
5. Personal or family vacations.
6. Medical appointments for the student.
7. Severe weather.
8. Appearance at court or for other legal matters.
9. Absences excused at the discretion of the Building Principal.

In order to ensure an absence is excused, and make-up privileges granted, the student must:

1. Have their parent/legal guardian call the office requesting an excused absence prior to the day of the absence.
2. In cases of student illness, **the office must be notified between 8:00-9:00 A.M. of the morning the student is absent due to illness.**

Participation in a school-sponsored activity is **not** considered an absence from school. Students should contact teachers for make-up work prior to leaving for the activity.

Students who, after being in attendance at school, find he/she must leave school, must obtain permission from the principal in order to earn an excused absence and make-up privileges.

If, for some reason, it is impossible to notify the office prior to a student's absence, the parents may request a meeting with the principal in order to present reasons why the office was not notified pursuant to this policy. If the reasons are acceptable, make-up privileges will be granted to the student.

Parents who know in advance that a student will be absent must call the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Make-up Work

Students with excused absences, as defined above, will have **two (2) days** for each day absent to make up the assignments missed due to the excused absence. For example, a student with two consecutive days of excused absence will have four (4) days to make up work for all classes, starting with the day they return to school.

Upon their return to school, students must contact all teachers to determine what make-up work must be completed.

Unexcused Absences

All other absences are unexcused unless the student was given prior approval by the principal. Students may not be permitted to make-up work missed due to an unexcused absence. For each assignment missed due to an unexcused absence, the student may receive a grade of zero (0) which will be averaged with the other grades for that grading period.

Excessive Absenteeism

A student may miss a total of **five (5) days per quarter**. This number is inclusive of both excused and unexcused absences; however, absences resulting from the participation in school activities do not count towards the limit of five. An absence that would place the student above the limit of five and is due to a funeral may be granted at the discretion of the Administration. Students absent due to a funeral should make arrangements with the Administration prior to the absence if possible.

Parents of students who miss more than five (5) days per quarter will be notified in writing and will be scheduled to meet with the Principal to discuss the attendance problem. **A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.** In the event of repeated violations of the attendance laws, no written notice shall be required and a complaint may be filed at once.

Make-Up Time

Each case of excessive absenteeism will be judged based on its own merits. Unless extenuating circumstances exist, the student exhibiting excessive absenteeism will be required to make up time in the office . **This period of time will be 3:35-4:00 P.M. for a period of five days for each absence in excess of the 10 permitted per semester.** Failure to serve make-up time may result in an in-school suspension. All make-up time must be completed outside of the regular school day. Students not completing the necessary make-up time by the designated due date will not receive credit for the semester.

Start of School Day

Students are expected to arrive at school no earlier than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for the supervision of students.**

Students will be dismissed at the end of the last period of the school day, unless other circumstances dictate otherwise (early dismissal, detention, etc.). Unless participating in a school sponsored activity, upon dismissal students must leave the school grounds and proceed home or to a previously designated location. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Students who are tardy either at the beginning of the school day or to any class period during the day must report to the office for a tardy slip. The office will determine whether the tardy is excused or unexcused.

Tardiness

Habitual tardiness will result in a penalty for the student.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Superior Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$25 for any check returned from the bank for insufficient funds. Report cards will not be delivered until all due bills have been paid.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Book Bags

Book bags will not be allowed in classrooms or hallways during the school day. Students may use book bags to carry books to and from school, but the book bags should be stored in their locker during the school day. This guideline is in place for the safety of students, teachers, and staff.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students may supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breakfast and Lunch Periods

Students living in town and eating breakfast at school must be transported by parents to breakfast. There is **no** shuttle bus to breakfast. Parent should drop off breakfast students at the main entrance of the Jr./Sr. High School. This entrance is located by the flagpole on the north side of the building. Students eating breakfast at school should be dropped off between 7:40 A.M. and 7:50 A.M. Students will walk directly into the cafeteria for breakfast. Students may bring their own breakfast or use the regular breakfast menu.

Students may not to leave the building without permission from the administration. The campus is closed for all students. Students will not leave the school grounds during the lunch period. Students may bring their own breakfast/lunch or use the regular school menu. No pop, candy, or commercial foods can be brought to the school or purchased from the vending machines a half hour before and after the scheduled breakfast/lunch periods.

Students who bring their own lunch may purchase milk to go with their lunch. Pop should not be brought to school in sack lunches. Parents are always welcome to eat with their students at school, simply let the school know in advance by calling the office. Students may be allowed to eat at home on some occasions with written permission from their parent and approval from the building principal.

Bulletin Boards

Posters or fliers must be approved by the principal's office before being placed on bulletin boards or walls. Students who obtain permission to place posters are responsible for removing them at the conclusion of their importance.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Cafeteria Rules

1. Respect others at all times.
2. No exchanging of food and/or drink.

3. No playing with food.
4. No pop or candy should be brought in sack lunches.
5. Students are to use proper manners including eating quietly.
6. There will be no throwing of food or other items.
7. Students should remain at their tables until they are dismissed.
8. Students should stay in line while waiting for food and while being dismissed.
9. Students should keep their hands and feet away from others.
10. Students must treat lunch personnel with respect.
11. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices

Electronic devices include, but are not limited to, cell phones, pagers, personal tablets, mp3 players, and laser pointers.

Regulations on Use

1. Elementary students, grades K-6, are prohibited from using cell phones and other electronic devices while at school, except as provided in this policy.
2. Elementary students may use cell phones and other electronic devices on school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or disruption. Students may not have cell phones and electronic devices while they are in locker rooms, classrooms, or restrooms.
3. Students must keep their cell phones and electronic devices in their lockers during school hours.
4. Elementary students may not use cell phones and electronic devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle.
5. Elementary students shall be personally and solely responsible for the security of their cell phones and other electronic devices. The district is not responsible for theft, loss, or damage to cell phones or other electronic devices.
6. Elementary students who violate this policy will have their cell phones and other electronic devices confiscated immediately. The administration will return confiscated electronic devices to the offending student's parent or guardian after a meeting to discuss the violation.

Violations

1. Prohibited Use of Cell Phones and Other Electronic Devices: Students shall not use cell phones and other electronic devices for:
 - a. activities which disrupt the educational environment;
 - b. illegal activities;
 - 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 the image or voice of another person, without the express permission of the person recorded, while on school grounds, at a school

- activity, or in a school vehicle, other than the recording of persons participating in school activities open to the public;
- g. failing to promptly delete any recording or image in violation of this policy;
- h. “sexting”, or while on school grounds or at a school activity having any “sexting” message on their electronic devices regardless of when the message was received; or
- i. activities that invade the privacy of others.

Any prohibited uses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, up to suspension and expulsion from school.

The following guidelines shall be followed in imposing disciplinary action:

- a. **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences may include a relinquishment of the electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class.
- b. **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, a conference between the student and school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for one (1) week and is required to attend the next STOPiT class.
- c. **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 school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for two (2) weeks and is required to attend the next STOPiT class.
- d. **Fourth 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 school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class. The future use of all electronic devices at school by the student will be evaluated and determined by the school administration.

Violations 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.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying
- Copying another person's work or answers
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any other portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

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

Child Abuse and Neglect

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

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- Arrive to class on time;
- Prepare for class with all necessary materials;
- Be considerate of others;
- Respond promptly to all directions of the teacher; and
- Take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

Closed Campus

No elementary student may leave school grounds alone during the school day. Any parent who wants to pick up a child during the school day, no matter what the purpose, must come to the school office to do so. We reserve the right **not** to release the child to anyone other than the custodial parent. In cases of doubt, we phone the custodial parent to confirm that someone else is authorized to pick up the child.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition **not otherwise specified in board policy or this handbook**, please call Megan McMeen (school nurse) 879-3257 ext. 201 or Doug Hoins (Elementary Principal) 879-3025 ext 125.

In order to return to school after a communicable or infectious disease, the student must be suitably healthy and no longer be contagious. The following standards reflect general guidance in regards to various infections:

Chicken pox	After all lesions are scabbed over and dry
Conjunctivitis (Pink Eye)	After there is no discharge, or redness and eye is comfortable. Consulting with a doctor is encouraged.
Enteriobiasis (Pinworms)	After treatment is given. Essential to practice good hand washing.
Fifth Disease	No fever and Doctor's written permission
Impetigo	After treatment is started and lesions brought under control. Essential to practice good hygiene. When control is questionable a Doctor's written permission will be required.
Influenza/Common Cold	After fever is normal for 24 hours without medication. Symptoms subsiding.
Head Lice	<u>Students should be treated and nits removed before returning to school.</u> Students will isolate personal articles if 3 or more cases occur within one week in a homeroom.
Ringworm	After treatment is instituted. Essential to practice good hygiene. Encourage consulting with a physician.
Scabies	24 hours after treatment is started & Doctor's written permission.
Streptococcal Infection	48 hours after treatment started or until symptoms have subsided. Encourage consulting physician. (Scarlet Fever, Scarlatina, Strep Throat, etc.)
All others	Doctor's written permission and following exclusion periods recommended by NE Dept of Health

Communicating with Parents

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

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their

- names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
 8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
 9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
 10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
 11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
 12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
 13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
 14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection

measure for the student to access a site with legitimate educational value that is wrongly blocked.

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

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts

do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

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

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.

- 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution, which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

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

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

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

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

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

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

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

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences mid-point of the first quarter and midpoint of the third quarter. When the teachers and the principal deem them necessary, additional conferences will be scheduled with parents on a case-by-case basis.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

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

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

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Students will be sent home with an emergency contact form at the beginning of the school year or when they register for classes. The purpose of this contact form is to provide the aforementioned information and to ensure the school maintains accurate contact information that may be used in the event of an emergency. Parents must promptly inform the school if this contact information changes during the school year.

Damage to School Property

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

Daily Schedule

7:40-8:00	Breakfast Served (no shuttle bus service for breakfast students)
7:50	Non-breakfast students are permitted on the playground
8:05	Entry bell rings
8:10	Classes begin – Tardy bell rings
11:00-11:30	K-4 Lunch Period
11:30-11:45	K-4 Recess
11:40-12:10	5-6 Lunch Period
12:10-12:25	5-6 Recess
3:35	Monday-Thursday Dismissal bell
(2:30)	(Friday Dismissal Time)
3:35-3:50	Teacher contact and prep time

Dating Violence

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

Dating violence training shall be provided to staff deemed appropriate by the administration and in accordance with Nebraska Law.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Doug Hoins, Principal at (402-879-3025 ext. 125), dhoins@superiorwildcats.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza, Supt. at Superior Public Schools (402-879-3257 ext. 127), mkobza@superiorwildcats.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Doug Hoins, Elementary Principal at Superior Elementary School (402-879-3025 ext 125), dhoins@superiorwildcats.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress and Appearance

The dress of students attending the Superior Public School District is the responsibility of parents. Inappropriate dress by students is dress that interferes with the educational process of the school.

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. By regulation, the administration may establish specific attire that is prohibited.

The following are examples of unacceptable school attire:

1. Tank tops or tops that do not have straps that are at least two (2) inches in width.
2. Clothing that does not properly and adequately cover the student's body. For example, bare midriff clothing, extremely tight shorts, shorts that expose the buttocks, etc.
3. Pants or shorts worn below the waist.
4. Exposed undergarments such as sports bras, underwear, etc.
5. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard.
6. Headwear, such as caps/hats/bandanas in school buildings during the school day.
7. Attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco, profanity, or sexual acts.
8. **Flip flops or thong sandals.**

The school dress code will be in effect during the school hours and during school activities unless students are given permission by the principal to wear something different. The Principal or Superintendent will have authority to make the final decision regarding the appropriateness of attire and grooming.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any assignments they miss while correcting the violation. Continual violations of the dress code will result in disciplinary action up to suspension and expulsion.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities

program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Fire Drills and Emergency Exits

As required by law, fire drills will be held at regular intervals. Fire drills are important and are to be treated seriously. Specific instructions for evacuation of the building for a fire drill will be given on the first day of school. Students will leave the room immediately on when the fire alarm sounds. Conversation should be kept at a minimum and lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. The same procedure is used in case of a bomb threat.

Food and Drink Regulations

The classroom is meant to be an academic environment. Food, candy, and drink items, other than water, should be used on a limited basis in classrooms under the supervision of the classroom teacher. Food and drink containers cannot be taken to the lockers, unless it is the student's sack lunch brought from home. The juice, water and milk machines will remain on the entire school day.

Food Service Program

The Superior Public Schools participate in USDA's National School Lunch Program and offer a complete hot lunch program. Prices for lunch meals shall be determined by the Board of Education. **Pursuant to Superior Board Policy, students may NOT charge lunches.** Students will be notified of their lunch status the last day of the week so meals can be taken care of early Monday morning. "Blue sheets" will be sent home with elementary students in their red folders when their lunch account or snack milk balance reaches five (5) lunches/milks or lower.

Breakfast

The school will serve breakfast daily from 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.35 and adults \$2.00 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-4 is \$2.50. Lunch for 5-12 lunch is \$2.75 for students and \$3.50 for adults.

Kindergarten Snack Milk

The school will offer a snack milk program to students in kindergarten Monday through Thursday. All milk served to a student (except the initial carton served with

lunch) will cost \$0.45 per half pint. This snack milk is not part of the Free & Reduced Lunch Program. The price for milk may change during the school year. Milk will be served in the afternoon. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a family account has no funds available to pay for a meal, the family account will be permitted to charge up to ten meals. Thereafter, if the family account has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

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

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

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

form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

Las agencias estatales o locales de SNAP y FDPIR, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

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

(2) fax: (202) 690-7442; o

(3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

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

Fundraising

No school or community fundraising activities will be sponsored without the consent of the administration.

Gifts

Students and their parents are discouraged from the routine presentation of gifts to district employees. This provision is not to be interpreted as discouraging acts of generosity in unusual circumstances.

Head Lice

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

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

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

Homebound Instruction

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

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Marty Kobza, Supt., who may be contacted at 402-879-3257 ext. 127.

Illness or Injury at school

The school district will contact parents if a student becomes ill at school. Students becoming ill at school must report to the principal's office to obtain a pass and transportation home. **Under no circumstances is a student to simply leave school.**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be

taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records. A summary of the School Immunization Rules and Regulations are available upon request.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Kindergarten Round-Up

In February, all prospective kindergarten students may be registered for the fall term during Kindergarten Round-up. Children who will be **five** years of age on or before July 31st may be registered for the fall term during kindergarten round-up. Students who turn age six before January 1 of the upcoming school year **must** enroll for kindergarten. The student's birth certificate is to be presented at this time.

Library Media Center

Students are encouraged to check out materials from the library, provided they return them on time. The media center will assess fees for overdue, damaged, or lost materials, books, or equipment.

Lost and Found

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

Medications

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

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, the medication name and dosage, and directions for administering the medication. Only the amount needed at school is to be sent.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

All medicine must be accompanied by a parent/guardian's written permission. All medication must be taken to the office. If the above procedures are not followed, the administering of medicine will not be done at school.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-879-3257 ext. 127.

Title I Parent and Family Engagement Policy

Superior 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 districted 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 student are welcomed and encouraged to become involved with their child's school and education; this include parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority back ground or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to 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 parents and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation finds 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 education 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 parent, 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.

Participation in P.E., Art, Music, Band, and Outdoor Activities

Students may be excused from participation in a specialist's class or outdoor activities. However, the student is required to attend the class with his/her classmates. Parents who do not want their children to play outdoors or participate in the specialist's class must send a written request to school. Non-participation for more than three (3) days will require a doctor's written statement. The Specialist for the activity missed will make alternative assignments to be completed by the student. Requests for non-participation should be limited.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Parties

Elementary classes may have seasonal parties during the year. Recognized room parties include those held for Fall/Harvest, Christmas, and Valentine's Day. The Fall/Harvest party is held in place of a Halloween party, and students are **not** allowed to wear costumes or dress up. Party treats are usually furnished by student's parents, but may be provided by the teacher. **The school wellness committee does not recommend bringing treats with minimal nutritional value.** Treats are not allowed for any other purposes, aside from when a teacher gives permission for birthday treats to be brought.

Room parties are not to exceed one (1) hour in length and should be well organized. Room party activities must be approved by the classroom teacher. Any additional parties must receive prior approval from the Principal.

Pedestrian and Bicycle Safety

Pedestrian Safety

Parents are encouraged to plan with their child the shortest and safest route to school. Students should cross streets using the proper crosswalks. Parents should instruct their children to cross at corners or areas where school crossing signs are erected.

If students are transported by motor vehicle to school, children should be instructed to enter and leave the vehicle from the curbside. This prevents children from darting across streets or between parked cars. Students being picked up by motor vehicles must be met on the **north** side of the elementary school building or on Paw Print Road on the **south** side of the building.

The school has a safety patrol crossing guards that will direct students across streets. Students are not to cross the streets onto the school grounds without the direction of a crosswalk guard. While waiting for the crosswalk guard, students are to stand well away from the curb.

Bicycle Safety

Students riding bicycles in an inappropriate or unsafe manner present hazards to motorists, pedestrians, bike riders, and themselves. **Parents should discuss bicycle safety with their children before allowing them to ride their bicycles to school.** Students should 'walk' their bicycle across all marked crosswalks on school property. All bicycles are to be placed in the bike racks provided at the elementary building.

Pets

Students are responsible for obtaining specific approval and pre-arranging with their teacher before pets may be brought to school. Pets may only be brought to school according to the following guidelines:

1. Pets will be: a) brought by parents; b) taken home with parents; c) may only stay at school with consent from the building principal.
2. Animals will be confined in suitable cages.
3. Snakes, insects, and spiders will be kept in proper containers.
4. Students will not handle squirrels, bats, owls, skunks, or monkeys because of the danger of rabies.
5. Cages will be cleaned daily including the removal of surplus food, excreta, and soiled bedding.
6. Students will not be permitted to observe a creature suffer through neglect or improper treatment.

In the case of an animal bite, the student's parents and the school nurse will be notified.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for theft, loss or damage to personal items or equipment.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E. Elementary students will keep their "P.E." shoes in their lockers during the school year.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Purchase will be optional and information will be sent home regarding costs. Payment is required when the picture is taken.

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. There will be no fighting on the playground.
3. Gum, candy, and food of any type is prohibited from the playground.
4. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
5. Students must play away from the school windows.
6. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas. Games of tag must be authorized by the supervising adult.
7. No games of dodgeball are permitted.
8. Bicycles should not be brought into the playground. Bicycles are to be placed in the racks located at school.
9. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
10. Students may not slide on the sidewalks, ice, or gravel.
11. Students must use the playground equipment properly and in a safe manner.
12. Students must play away from the building and may not congregate near the doors.
13. All playground equipment must come from the school; no personal equipment is to be brought from home.
14. Students may not stand on, or jump from, swings.
15. No balls are allowed around the equipment, except basketballs in the basketball court and Four Square Balls on the cement. All other balls are to be used in the grass area on the softball field, and will not be permitted in the playground area.
16. When the entry bell rings, students must enter the building in a quiet, clean, and respectful manner.
17. Students are to enter the building through the assigned doors.
18. Students may not leave the playground after they have arrived at school for the day.

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

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

Police Questioning and Apprehension

Law enforcement officers and any officer of the court are encouraged to contact students of the Superior Public School District after school hours whenever possible. In the event it is necessary for such officers to have a conference with a student for the Superior Public School district, an administrator or his designee shall contact the student's parents or guardians and inform them of the conference. If the parent or guardian of such student cannot be contacted or the parent or guardian is unable to be present during the conference between the law enforcement officer and the student, the conference shall not be held during the school hours or school property unless the officer is in pursuit of a student or has a warrant for a student's arrest. Students at risk, i.e., suspected of child abuse or

neglect, deemed such by the administration, may conference with representatives of the Nebraska Department of Health and Human Services or law enforcement officers without prior knowledge of the parent or guardians.

Private Party Invitations

Party invitations should not be distributed in the classroom or at school unless **every** child receives an invitation.

Prohibited Items

The following items are prohibited from being brought to school. Parents must ensure their children are not bringing any of the following items.

1. Toys, including electronic games.
2. Sports equipment.
3. Candy, gum, or other food not part of the student's lunch.
4. Pop and candy should not be brought in a sack lunch.
5. Pets.
6. Unnecessary money.
7. Radios, tape recorders, and cameras.
8. Weapons.
9. Skateboards or roller skates.
10. Laser pointers

Protection of Student Rights

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

Public Displays of Affection

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

Required Documents for Student Admission

1. A certified copy of the student's **birth certificate** issued by the state in which the child was born is required prior to admission of a child for the first time. Other reliable proof of the child's identity 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 any individual who can verify the reason a copy of the birth certificate cannot be produced.

2. Evidence of a **physical examination** by a physician, physician assistant, or an advanced practice registered nurse. The examination must have taken place 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. The evaluation must have taken place 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) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment. Exceptions are allowed based on:
 - a. Written statement by health care provider that immunization would be injurious to the student or a family member; or
 - b. Affidavit of a religious reason for non-immunization.

Provisional enrollment is allowed based on a written statement of health care provider that immunizations have begun, and immunization is continued as rapidly as medically feasible or a written statement of parent/guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3. Forms to submit objections are available from the school.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single

conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

School Citizenship Guidelines

A good school citizen is someone who tries his or her best to help make Superior Elementary School a good place to work, study, and play. The following guidelines establish standards for school citizenship.

While inside the school building, a good citizen will:

- Obey any teacher, custodian, cook, or aide.
- **Walk** in the hallway at all times.

While inside the classroom, a good citizen will:

- Enter the classroom quietly and take his or her seat.
- Be a good listener at all times.
- Be courteous at all times.
- Do his or her own school work honestly, without copying the work of others.
- Help keep the room clean while caring for books and other school property.
- Respect the rights of others, especially as they do their work.

While inside the gym, a good citizen will:

- Try not to mark the floor or walls.
- Leave equipment stored in the gym alone.
- Listen to directions and follow them closely.
- Help keep the gym clean and neat.
- Conduct himself or herself properly while attending games or other school activities.

While inside the restroom, a good citizen will:

- Help keep the restrooms clean.
- Be quiet and keep voices low.
- Turn the water off when finished washing.
- Use only the amount of soap, towels, and tissues necessary.
- Keep hands and feet to himself or herself.

While going to or leaving school, a good citizen will:

- Walk across all crosswalk areas.
- Cross highways only at the lights or intersections.
- Go home directly after dismissal. Students may not stay on school grounds.
- Keep his or her hands off other students.
- Respect the crosswalk guards and follow their directions.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings

for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:10 a.m. and ends at 3:35 pm Mondays-Thursdays. On Friday school begins at 8:10am and ends at 2:30pm. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 minutes before the school day begins and 10 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact school nurse, Megan McMeen. 402-879-3257 ext. 201

Snowballs and Rocks

Snowball and rock throwing are prohibited on the school grounds.

Student Assistance

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

Student Fee Policy

The Superior Public Schools District 65-0011 shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

There will be a \$25 service charge on all returned checks.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

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

- Student Season Pass: \$20 Covers admission to all home extracurricular events. This excludes conference and NSAA activities.
 - Student participation fee: \$20 Required of all students who participate in athletics and/or other extracurricular activities. Includes Season Pass.
 - FFA: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
 - Art Club: Annual membership fee of \$10.
 - Drill Team/Flag Corps: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
 - Swing Choir: Students must purchase outfits and shoes selected by the sponsor and/or student group.
 - Instrumental Music/Band: \$10 uniform cleaning fee. Students must provide their own instruments and marching band shoes.
 - Football: Students must provide their own football shoes, undergarments, and mouth guards.
 - Golf: Students must provide their own golf shoes, undergarments, and clubs.
 - Physical Education: Students are responsible for the cost of off campus activities if not graded.
 - Track, Volleyball, Wrestling, and Basketball: Students must provide their own shoes and undergarments.
 - Future Business Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
 - Foreign Language Club: Annual membership fee of \$10.
- 6. Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

- 7. Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.
- 8. Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.
- 9. Participation in Before-and-After School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school, or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$100 per month.
- 10. Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$300.
- 11. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club, or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program – Grades K-12
 - Adults \$2.00
 - Regular Price \$1.35
 - Reduced Price \$0.30
- Lunch Program – Grades K-4
 - Adults \$3.50
 - Regular Price \$2.50
 - Reduced Price \$0.40
 - Extra Milk \$0.45
 - Seconds \$0.50 to \$1.50
- Lunch Program – Grades 5-12
 - Adults \$3.50
 - Regular Price \$2.75
 - Reduced Price \$0.40

Extra Milk	\$0.45
Seconds	\$0.50 to \$1.50

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

- Band Students must provide their own instruments and marching band shoes, plus a suggested \$10 uniform cleaning fee.

- Swing Choir Students must purchase outfits and shoes selected by the and/or student group.

13. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of unique extracurricular activities during their years in high school, including prom, various recognition's dances, class trips, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. The suggested donation to the class fund will be \$5 to \$100.

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

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

Student Fee Fund

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

Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Student Pick-Up

Parents picking up elementary students should do so in the parking lot on the **north** side of the new elementary building or on Paw Print Road on the **south** side of the building.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

Name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of student in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

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

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district **no later than the last Friday in August of the current school year.**

Non-Directory Information

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

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

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

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Maintenance and Destruction

All files or records shall be maintained so as to separate academic and disciplinary matters, and all disciplinary materials shall be removed and destroyed upon the pupil's graduation or after his/her continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to law.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Transfer or Withdrawal

Students withdrawing or transferring to another school must inform the building principal. The administration will give necessary suggestions for a successful transfer. Grades may be withheld pending payment of all school debts and obligations. Complete cumulative records are transferred through the administrator's office on request from the new school's administration.

Telephone Calls

The school's telephone may be used only with permission of staff. However, use of school phones by students should be as limited as possible. Parents should not plan to use the school phones to contact students about pick-ups or visits to the homes of other students. Parents may call the school and leave a message with the office that will be given to the students between classes or during their study time. When it is necessary for a student to use the school telephone, they will be allowed to do so when the telephone is not otherwise in use.

Students who need to use their cell phones to make a phone call need to report to the office to place their call. Students need to have approval from the administration before using their cell phones during school hours.

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Team

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

3. Threat Assessment Investigation and Response

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

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

4. Communication with the Public about Reported Threats

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

Tornado Drill Procedures

The school intercom system will notify classrooms of tornado drills. PreK-6 teachers are to move their students to the designated tornado shelter. Students will put their arms over their ears, hands on top of their heads, and assume a kneeling position towards the wall.

In the event of a tornado warning, students will remain at school until the danger passes. If tornado sirens go off, teachers will move students to the designated tornado shelter. Parents will not be able to pick students up at such time.

Transportation Services

The district operates school buses as a convenience for students and parents. These buses operate for the transportation of students living outside the city limits of Superior and who attend Superior Public Schools. They represent a substantial investment, and students are expected to care for and respect them. The bus stop is located on the **east** side of the elementary building. This loading area is reserved for buses only during the afternoon.

Questions concerning scheduling and routes of buses should be directed to the Bus Supervisor (402-879-3257 ext. 204). Problems on the bus should be directed to the particular bus driver and bus supervisor.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. .

Bus Regulations

Students who are passengers in school buses are to abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If a student misbehaves on the bus, the driver is expected to report the incident to the administration. If misconduct reoccurs, the student will not be allowed to ride the bus.

Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver and any authorized bus monitors promptly.
- 2) Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy pupils.

- 3) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 4) Students are prohibited from fighting, engaging in bullying, harassment, shouting or horseplay.
- 5) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 6) If seats are assigned, students must occupy the seat assigned to them.
- 7) Students must remain seated and keep aisles and exits clear while the vehicle is moving. Students may not attempt to get on or off a moving bus.
- 8) Students must refrain from unnecessary conversation with the driver.
- 9) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 10) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 11) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 12) Students may carry on conversations in ordinary tones, but may not be loud or boisterous. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 13) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 14) Students must not at any time put hands, arms, or heads out of the bus windows.
- 15) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 16) Student must respect the rights and safety of others at all times.
- 17) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting. Students must not throw items on the floor or out of the windows of the bus.
- 18) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless written parental permission is provided.
- 19) Students must wait for the signal from the driver to cross a road or highway. Once given signal, students must cross promptly. The crossing should be made approximately ten (10) feet in front of the bus, in full view of the driver.
- 20) All students riding to an elementary school function on the bus will return on the bus. The only exception will be when a parent or guardian personally requests permission to take their son or daughter home.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

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

d) **Procedures Concerning Regular Bus Routes**

- 1) Requests to be dropped off at a point not on the regular route will not be accommodated unless extenuating circumstances arise and the request is approved by the transportation director or administration.
- 2) Students who are not regular route riders may not ride the bus home with a friend unless written permission is presented to the bus driver ahead of time by the parent of the non-route rider. The written permission should include the non-route rider's name, the date, the signature of the non-rider's parent, and the place approved for drop off.
- 3) Non-route riders requests may not be granted if it causes overcrowding of the vans or buses (vans have a 10-rider plus driver maximum occupancy).
- 4) Students not following bus rules may not be allowed to use bus services.

P.M. Shuttle Bus Information

The shuttle buses drop off elementary students at the Northward bus barn area and the City Park. There is no morning shuttle bus service. Drop-off time after school is 3:50 P.M. All times may be adjusted as needed. Students not following bus-riding rules may not be allowed to use the shuttle bus service. Only elementary students will be allowed to use the P.M. shuttle bus. Jr./Sr. high students who do not have an elementary sibling will **not** be permitted to ride the shuttle bus.

Transportation to Activities

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

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on Superior Public Schools District 0011 property. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

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

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

Visits to the School

The board and staff of the school district welcome members of the community and other interested persons to visit the school. **All visitors must report to the office.** Students wishing to bring a visitor must have approval from the principal or classroom teacher at **least 48 hours (2 days) prior to the visit.** The following stipulations shall also apply to visitors other than parents/guardians:

1. No visits during the first four (4) weeks of the school year.
2. Visits during the last three (3) weeks of the school year are not advisable.
3. Visiting students must be enrolled in another school district.
4. Visiting students in pre-school, kindergarten, first, or second grade **must** be accompanied by parents or an adult.
5. Visiting students in grades 3, 4, 5, and 6 may visit relatives or friends by permission from the building principal.
6. Visits should be kept to two (2) hours in length.
7. Each visitor will be given a visitor's pass that must be worn at all times.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. **School closings will be announced via radio on KRFS. Closing information will also be made available via television on NBC Nebraska Channel 4, KOLN/KGIN Channels 9/10, and NTV channel 13. Text messaging and/or email notification is also available. Please contact the school if you are interested in getting signed up for the text messaging and/or email program. An automated calling service will also be utilized for notifications.**

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

SECTION THREE

STUDENT DISCIPLINE

STUDENT DISCIPLINE

General Discipline Philosophy

The school has the authority and responsibility to regulate student conduct on school property, in school vehicles, during school related activities away from school and while students are traveling to and from school. The Board of Education, any school district employee, or any designated agent of the school district has the responsibility and authority to regulate student conduct and impose disciplinary sanctions. Sanctions which may be imposed for violating school regulations shall include, but are not limited to, conferences, detention, restriction from activities, administrative suspension, and/or expulsion. Sanctions shall be reasonable and consistently applied for the violation and the student involved, and imposed with a consideration for the student's rights to an education and due process of law.

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

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

Forms of School Discipline

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

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

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

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who may have to stay after school will be allowed to telephone parents and advise them of the situation. Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day. We realize this could be an inconvenience to parents, however, the after-school time is important and should be reserved for all students who need it. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office.

After a student receives a third detention in the school year the student will receive a one (1) day in-school suspension. Parents will be notified by phone or mail of the suspension and the student will be allowed to return to classes after the suspension.

After a student receives a sixth detention, a one (1) day out-of-school suspension **or** a one (1) day parent/guardian supervised suspension. A conference involving the student, teacher, parents, and administrator intended to develop a behavior plan will be required before the student is allowed to return to classes. Students who receive multiple detentions in on semester will face escalating consequences up to and including possible suspension or expulsion

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal 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/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
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 class work, including but not limited to examinations, under the following conditions outlined by the principal at the time of the suspension.

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.

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

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

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the 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.

Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

Alternative School or Pre-expulsion Procedures. The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon Other than a Firearm

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year.

Automatic Review of Expulsions Which Continue During the First Semester of the Following Year

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence, the Hearing Examiner need not provide a hearing in order to complete his or her review.

The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

Use of Force

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

Firearms

When a student is determined to have knowingly and intentionally possessed, used, or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the superintendent of schools or the board of education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to, or possession of firearms by, members of the reserve officer training corp., or to firearms that may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Grounds for Short-Term Suspension, 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 that 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, or a single violation if the conduct amounts to a criminal act, 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, sex, 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, **an electronic nicotine delivery system**, or a tobacco imitation substance or packaging, regardless of form, including **cigars**, cigarettes, chewing tobacco, and any other form of tobacco, **tobacco derivative product** or imitation, **or** 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 initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
 - j. 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;

- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

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

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

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

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

- 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.

SECTION FOUR FORMS AND NOTICES

Section Four Forms and Signature Pages

The section contains forms for student and parents to utilize during the school year. The colored page forms will be sent home in your child's Red Folder and must be completed and returned to the school by: **August 19, 2019.**

PBiS Information for parent information	page 72
PBiS Matrices for parent information	page 73-74
Parent-Student-Teacher Compact for parent information	page 75

FORMS THAT NEED TO BE RETURNED TO SCHOOL (Sent home in Red Folders)

1. Student Handbook Acknowledgement Form (Yellow Form in Red Folder) Page 76
2. Emergency Contact Information Form (Green Form in Red Folder) Page 77
3. Superior School District and Personal Technology Usage Agreement
(Blue Form in Red Folder) Pages 78-79

PBIS

Superior Elementary is a Nebraska PBIS School. PBIS stands for **P**ositive **B**ehavior **I**nterventions and **S**upports. It is an evidence-based, data-informed **process** that works to increase student achievement, school attendance, and school success while decreasing challenging student behaviors. Our school wide umbrella expectations are **C**onsiderate, **A**ccountable, **T**eamwork, and **S**afe (C.A.T.S.). We have implemented our school wide PBIS expectations in six common areas on the school campus. Each year classroom teachers along with input from their students will develop classroom expectations to be implemented. The specific expectations for each common area at Superior Elementary are listed on the next page.



Common Area Expectations

Location	<u>C</u> onsiderate	<u>A</u> ccountable	<u>T</u> eamwork	<u>S</u> afe
Hallways	Keep hands and feet to yourself. Make room for others passing. Walk on the right side. Visit quietly in groups of 2-3. In larger groups the line is silent. Greet others appropriately (smile, wave, "hello").	Keep lockers neat and closed.	Help others pick up dropped items. Pick up trash on the floor. Keep hands, feet and face off walls, lockers and windows. Use door handles to open doors.	Use your walking feet. Eyes looking forward. Walk facing forward.
Bathrooms	Enter Quietly. Keep hands and feet to yourself. Flush, Don't Rush. Dry to 5. Leave Quietly.	Take 2 minutes. Be neat and check the seat.	Report messes or accidents to an adult. Keep your space while you wait. Keep it clean.	Use walking feet. Keep feet on the floor. Wash hands with soap and shake them over the sink.
Cafeteria	Use please and thank you with lunch staff. Visit quietly with others near you. Keep hands and feet to yourself.	Keep your space/table area clean. Get everything you need the first time in line. Take appropriate amounts of food.	Return unopened/sealed items to designated area. Keep your table area and floor clean. Eat over your tray.	Report messes/accidents. Stay seated until dismissed. Use walking feet.

Bus	Keep hands off other people's things. Keep hands to yourself. Use kind words and actions. Patiently wait your turn. Visit quietly with others near you.	Follow technology rules.	Clean up after yourself. Check seat before you leave. Report problems to the driver. Keep your hands and face off windows.	Stay seated until bus stops. Keep feet on the floor. Use walking feet.
Recess	Allow anyone to join your game and encourage others. Keep your body to yourself. Take turns and share the space. (slides, swings, balls, basketball court, etc.)	Make sure equipment is dry before using. Keep sand and gravel inside their borders. Return equipment. Line up quickly when the bell rings.	Follow official game rules. (4-Square, Basketball, Kickball, tag games, etc.) Use good sportsmanship. Help others if needed. (hold doors, carry equipment) Keep hallways clean and wipe your feet.	Walk in the playground equipment area. (tag games in the grass only) Use all equipment properly. (monkey bars, slides, swings, basketballs, sandbox) Walk to the field with an adult. Stay out of the street and away from the fence.
Walking Recess	Allow anyone to walk with you. Keep your body to yourself. Visit quietly with others near you.	Walk on or outside of the black boundary. Line up quietly. Check for all your belongings before leaving.	Lay items along the wall/bleachers. Keep hands and feet off walls and mats. Stay in a line, on the right, when walking to class.	Use your walking feet. Carry your bag safely when walking to class.

SCHOOL - PARENT COMPACT
Superior Elementary School
2019-20 School Year

(Purple Form that will be discussed at September Parent-Teacher Conferences)

Teacher/School:

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective environment to enable children to meet the challenging state academic achievement standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. Discuss school-parent compact at annual parent-teacher conferences.

(Optional) Teacher Signature _____

Parent/Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and schools staff on an ongoing basis to be involved and support my child's learning.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

(Optional) Parent Signature _____

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.

(Optional) Student Signature _____

STUDENT HANDBOOK ACKNOWLEDGMENT FORM

(Yellow Form will be sent home in student's Red folder separate from Handbook)

The Superior Elementary School Student Guidelines Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are requested to sign & return the receipt form below before August 19, 2019

PARENT/STUDENT AGREEMENT

I have received and read the Student Guidelines Handbook that describes the Superior Elementary Schools discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Superior Public Schools. My child and I have discussed and understand the content of these policies.

Student's Signature

Date

Student's Social Security Number

Student's Cell Phone Number

Parent's Signature

Date

Parent's Email Address (Optional)

Parent's Email Address (Optional)

Parent's Password for Online Access

Parent's Cell Phone Number

 Please check here if you wish to be notified via text/email/phone by Superior Public Schools automated phone system about school closures, delays or other pertinent school information. Please make sure you have provided your email address, cell phone number and/or your home phone number for notification.

EMERGENCY CONTACT INFORMATION FORM

(Green Form will be sent home in student's Red folder separate from Handbook)

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Mom's Cell Phone

Dad's Cell Phone

Mother's Employer

Business Phone

Dad's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

Superior Public Schools District and Personal Technology Usage Agreement

(Blue Form will be sent home in student's Red folder separate from Handbook)

Privileges – The use of the Superior Public Schools computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violations of the Technology Usage Agreement will result in consequences which could include loss of computer privileges, detention, STOPiT class, in school and/or out of school suspension.

Account Information – Email is not guaranteed to be private. Network storage areas will be treated as school property and may be reviewed by District personnel. Students must notify Superior Public School of any changes in Internet account information.

Personal Electronic Device Policy

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.

Definitions

1. "Electronic communication devices" (ECDs) include, but are not limited to, cell phones, iPads, iPods, tablets, compact disc players, portable game consoles, cameras, digital scanners, laptop 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 contains sexual information.
3. "Cyber bullying" means bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Possession and Use of Electronic Devices

1. Students 7-12 are allowed to use their electronic communication device until the 8:15 a.m. bell rings. Then they should be **turned off** and placed in the teacher's storage pocket. Electronic communication devices (ECDs) are not allowed in the restroom or locker rooms. Classroom use for educational purposes of ECDs is up to the teacher's discretion.
2. All students who are eligible or who have not made up detentions or after school sessions with a teacher should turn their ECD into the office by 8:15 a.m. They should turn their ECD off and then place it in their designated pocket. If you are tardy to school your phone should be turned into the office.

3. Students in grades 9-12 are allowed to use their ECDs at lunch, unless they are ineligible according to the Down List. Students in grades 7-8 are not allowed to use their ECDs at lunch at anytime. Students in grades 7-8 should take their ECDs to lunch and leave them face down on the table. If you would like to make a phone call during lunch you must do so in the office.

Responsibility for Electronic Devices

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.

**Superior Public Schools (Blue Form)
District and Personal Technology Usage Agreement**

(Blue Form will be sent home in student's Red folder separate from Handbook)

I have received and read the Superior Public Schools Technology Usage Agreement that describes Superior Public Schools internet/computer use policies, regulations, rules, and expectations to be followed by students enrolled in Superior Public Schools. My child and I have discussed and understand the content of these policies

I agree to abide to all rules and regulations of system usage as my be further added from time to time by the administrator of the Network/Internet System and the Superior Public Schools system.

Student's Signature

Date

As a parent/guardian, I understand I am responsible for the actions of my child.

Parent/Guardian's Signature

Date

**Superior Public Schools
School Calendar 2019-20**

August	12	Kindergarten Open House 5:30-6:30 pm
	13	Grades 1-6 Open House for Students and Parents 6:30-7:30 pm First day of school for students!
September	2	No school - Labor Day
	11	EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE
	19	Parent – Teacher Conferences 1:30-4:30 & 5:00-8:00 PM
	20	NO SCHOOL – COMP DAY DUE TO PT CONFERENCES
October	2	School Pictures Grades K-2 and PALLS Pre-school
	3	School Pictures Grades 3-6
	9	EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE
	11	End of first quarter (41 Days).
November	13	EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE
	27,28,29	NO SCHOOL PreK-12 STUDENTS - Thanksgiving Vacation
December	11	EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE
	21	End of second quarter (47 days). End of 1st semester (88 days).
	23 - Jan. 3	NO SCHOOL - Christmas Vacation & New Year Break
January	3	NO SCHOOL PREK-12 STUDENTS – Teacher workday/in-service
	6	School resumes for ALL students second semester
	30	Parent – Teacher Conferences 1:30-4:30 & 5:00-8:00 PM
	31	NO SCHOOL – COMP DAY DUE TO PT CONFERENCES
February	12	EARLY DISMISSAL 1:10 PM – TEACHER INSERVICE
March	5,6,9,10	NO SCHOOL PreK-12 STUDENTS – Spring Break
	13	End of 3rd quarter (45)
	18	EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE
April	8	EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE
	10	NO SCHOOL – PreK-12 STUDENTS GOOD FRIDAY
	13	NO SCHOOL – PreK-12 STUDENTS EASTER MONDAY BREAK
May	1	NO SCHOOL - <u>KINDERGARTEN STUDENTS ONLY!</u>
		- Kindergarten Visitation for the kindergarten class of 2020-21
	9	Graduation for Superior Seniors.
	15	Elementary Play Day (Grades 3-6 AM and K-2 PM)
	19	EARLY DISMISSAL 2:30 PM, Last Day of School for PreK-12 students.
	20	End 4th quarter (45 days). End of 2nd semester (90 days). Teacher Work Day

• MEMBERS OF BOARD OF EDUCATION •

Matt Sullivan, President 402-879-1891 Jason Jensen, Superior 402-879-5760
TBA at July Brd Meeting Peggy Meyer, Superior 402-879-4047
 Matt Bargaen, Superior 402-879-5886 Brad Biltoft, Superior 402-879-5841

• SCHOOL ADMINISTRATION

Supt. of Schools	Marty Kobza	601 West 8th 879-3258 Ext. 127
Jr./Sr. High Principal	Bob Cook	601 West 8th 879-3257
Elementary Principal	Doug Hoins	601 West 8th 879-3025 Ext. 125
School Maintenance	Kent Kottmeyer	West 8th 879-3257
Bus Supervisor	Kevin Knoell	Bus Barn 879-3257 Ext. 204
Food Service Supervisor	Mary Hamilton	West 8th 879-3257

• ELEMENTARY CLASSROOM

KG TN A	Laura Baird
KG TN B	Kaitlyn Moore
Grade 1A	Sonia West
Grade 1B	N/A
Grade 2A	Anne-Marie Ohmstede
Grade 2B	Diane Kile
Grade 3A	Taylor Scheele
Grade 3B	Dana Henry
Grade 4A	Tricia Kuhlmann
Grade 4B	Luke Walz
Grade 5A	Bev Beavers
Grade 5B	N/A
Grade 6A	Krishna Scott
Grade 6B	Katrina Hansen

ELEMENTARY SPECIALISTS

5/6 Band	Allison White
Vocal Music	Tierney Casper
Library/Media	Sara Fuller
Physical Ed	Luke Chadwell
Vocal Music/Art	Tierney Casper
Resource Teacher	Heather Blackstone
Resource Teacher	Courtney Baker
Resource Teacher	Courtney Utecht
Title I	Pam Hollingshead
Reading Specialist	Jennifer Utecht
Speech Therapy	Jodi Grabast
Speech Therapy	Mackenzie Trumble
School Nurse	Megan McMeen

• ELEMENTARY SUPPORT STAFF

Elementary Secretary	Marj Renz
Resource Para	Brian Faust
Resource Para	Barb Healey
Resource Para	Jeanie Keifer
Resource Para	Meilissa Jensen
Resource Para	Christin Hansen
Resource Para	TBA
Speech Communication Asst.	Nancy Hass
Library/Media Para	Rhonda Freeman
Custodian	Teresa Richardson
Custodian	Gwen Mohler

Superior Public School Activities Handbook



**Rules and Regulations
2019- 2020**

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Introduction

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

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

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

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

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Marty Kobza
Title: Superintendent
Address: Superior Public Schools District 65-0011
601 West 8th Street
Superior, NE 68978
Telephone: (402) 879-3257 ext. 127
E-mail: mkobza@superiorwildcats.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy **4001** – Nondiscrimination.

The Superior Public Schools District 65-0011 offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12: *Business Education, Agricultural Education and Industrial Arts*. Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact.

Marty Kobza, Superintendent
Superior Public Schools District 65-0011
601 West 8th Street
Superior, NE 68978
(402) 879-3257 ext. 127
mkobza@superiorwildcats.org

Aviso de no discriminación

El distrito escolar no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades, y brinda acceso equitativo a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar las consultas relacionadas con las políticas de no discriminación:

Nombre: Marty Kobza
Título: Superintendente
Dirección: Escuelas Públicas Superiores Distrito 65-0011

601 West 8th Street
Superior, NE 68978
Teléfono: (402) 879-3257 ext. 127
Correo electrónico: mkobza@superiorwildcats.org

Para obtener más información sobre la notificación de no discriminación, visite <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> para obtener la dirección y el número de teléfono de la oficina que atiende en su área o llame al 1-800-421-3481.

Para más discriminación prohibida e información relacionada, revise la Política del distrito escolar **4001** - No discriminación.

El Distrito 65-0011 de las Escuelas Públicas Superiores ofrece los siguientes programas de educación técnica y profesional para todos los estudiantes, independientemente de su raza, color, origen nacional, incluidos aquellos con dominio limitado del inglés, sexo o discapacidad en los grados 9-12: Educación Empresarial, Educación Agrícola y Artes Industriales. Las personas que deseen obtener más información sobre las ofertas de educación profesional y técnica y los criterios específicos de requisitos previos deben ponerse en contacto.

Marty Kobza, Superintendente
Distrito de Escuelas Públicas Superiores 65-0011
601 West 8th Street
Superior, NE 68978
(402) 879-3257 ext. 127
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SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

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

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

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

Closings

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

Complaint Procedure

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

Concussion Awareness

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

The School District will:

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

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

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

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

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

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

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

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High Dances

Junior High School dances (7-8) are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to Superior High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Junior/Senior Prom

Members of the Superior High School junior and senior classes may invite guests to the prom under the following rules:

1. All guests must be cleared through the principal's office. The name of the guest must be submitted to the principal ahead of time.
2. Guests are expected to follow all rules the students must follow. Each student is responsible for his/her guest's conduct.
3. Appropriate attire is expected. **No blue jeans, shorts, or t-shirts will be allowed at the banquet or dance for prom.** Black dress jeans will be acceptable.
4. **Students who are ineligible will not be allowed to attend prom.**

Homecoming

The selection of Homecoming Queen and Homecoming King candidates shall be made by the entire student body. The male and female students with the highest scores among the candidates will be the Homecoming Royalty Court. The male and female with the highest scores from this vote will be the Homecoming King and Queen.

On the ballot, students will place names of boys and girls in their order of preference. The ballots will be based on the following standards:

Number of Students in Senior Class	Number of Candidates
45 or more	12 candidates
35-44	10 candidates
25-34	8 candidates
24 or less	6 candidates

Votes for King/Queen will receive six (6) points, 2nd place will receive five (5) points, 3rd place will receive four (4) points, 4th place will receive three (3) points, 5th place will receive two (2) points and 6th place will receive one (1) point. These numbers will be adjusted according to the number of candidates.

Candidates must be a member of the current senior class and must have a minimum of an 80% grade point average upon completion of his/her junior year. Homecoming activities will be coordinated by the Student Council.

Electronic Communication

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

Equipment

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

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

Fundraising

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

Individual Training Rules and Rules of Conduct

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

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

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

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Football: The athlete must participate in twelve quarters of varsity play, complete the season, and/or have the recommendation of the head coach.

Volleyball: The athlete must participate in 16 total games, complete the season, and/or have the recommendation of the head coach.

Basketball: The athlete must participate in 16 quarters, complete the season, and/or have the recommendation of the head coach.

Golf: The athlete must participate in 50% of the varsity golf meets, complete the season, and/or have the recommendation of the head coach.

Track: The athlete must average 1.5 points per meet scheduled, participate in 50% of all the meets, or place in an individual event at the conference or district meets, or be a member of a relay team which places third or higher in the conference or district meets, or participate as a member of a relay team at the state meet, complete the season, and/or have the head coach's recommendation.

Wrestling: The athlete will earn a letter if they qualify for the state tournament, have a record over .500 and have medaled at over half of the individual meets, complete the season and/or have the recommendation of the head coach.

Cross Country: The athlete must compete in at least 70% of the varsity meets, complete the season in good standing, and/or have the recommendation of the head coach.

Student Managers: The student manager must complete the season and have the recommendation of the head coach of the sport involved.

Instrumental and Vocal Music: In order to letter in music, a student must acquire 50 points throughout the school year. Points are awarded for the following:

1. **Grades:** A = 15 points per semester, B = 10 points per semester, C-F = no points awarded
2. **Extra Performances:** Not including school concerts or contest = 10 points
3. **Honor Bands:** Audition for an honor band but not selected = 10 points, audition for an honor band and are selected = 20 points.
4. **District Music Contest:** Perform a solo = 10 points, perform in a small group = 10 points.
5. **Help Superior Music Boosters:** Points will vary depending on participation.
6. **A student may also letter based on a recommendation from the instrumental or vocal music instructor.**

Speech\ Drama: In order to letter in speech and/or drama participants will need to meet the following criteria:

1. In order to letter in Speech the participant must not have any unexcused absences, have competed in all meets (barring any unforeseen emergencies), and have placed in at least one varsity meet and/or have the recommendation of the head coach.
2. In order to letter in Drama the participant must not have any unexcused absences, have competed in all meets (barring any unforeseen emergencies), and have achieved distinction at any meet throughout the year and/or have the recommendation of the head coach.

Drill Team: The drill team member must meet the following requirements to letter:

1. Perform in 90% of performances. This includes pep rallies, parades, and any other "spirit activity".
2. Stay off the academic down list during the entire season.
3. Any suspension from any other requirements listed in the drill team constitution will result in the loss of the member's letter.

Management of Student Funds

All teachers are advised to read the policy concerning monies of organizations within the school. All clubs or school-connected organizations' finances are under the direct control of the sponsor through the Superintendent's office. Clubs or other organizations must make arrangements to see that all monies collected or raised through the sale of tickets, articles, or materials are deposited in the school activity account in the name of the organization. The School Board does not permit any organization to bank money in any other manner.

Mascot

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

Meetings of Clubs/Societies/Organizations

Meetings will be scheduled during PAWS time on Wednesday of each week if necessary. Any meeting held after school hours must be approved by the principal and posted on the master calendar. All meetings must have a sponsor present.

Practices

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

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

1. Submit to the coach or sponsor a signed physical form and Activities Code which verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Regulations Governing Classes and Organizations

1. A student whose conduct was not satisfactory as determined by the administration or board, or who had a failing grade in any subject in the previous semester, shall not be elected to any office in any class or organization.
2. Any student elected to any office in any class or organization must maintain satisfactory conduct and passing grades. Any student whose conduct becomes unsatisfactory as determined by the administration or board, or who fails a subject, shall be removed from office. An election shall be called to fill the resulting vacancy.
3. No student shall be allowed to hold the same office for more than one year. The election of officers shall take place on a day determined by the principal of the high school and announced at least one day prior to the election. Eligibility lists will be posted at the time of calling the election.
4. Meetings of any class organization may be held with the consent of the sponsor who shall consult the principal before calling such meeting.

5. All class organization meetings will be governed by the rules of parliamentary procedure.
6. If class organizations foster antagonism or individual members of class organizations fail to render assistance in prohibiting inter-class controversies, all class organizations may be abolished.

Senior Class Activities

1. Announcements and Cards - Seniors may purchase class graduation announcements and name cards. Class colors will be selected from the color options presented by the announcement company. From a variety of announcements, all seniors select the one type they would like to have.
2. Baccalaureate and Commencement - The final step for seniors is Commencement. Seniors, in their caps and gowns, receive their diplomas at this ceremony. Cap and gown colors will be representative of the school colors red and white. Black or silver may be substituted for white since those colors are present in uniforms used by the school. Seniors will secure a graduation speaker by the end of February or may choose to have a Senior video. The Senior video will be 15 - 20 minutes in length. The administration will approve the speaker or video, and will have the final approval. The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner: 93-94% Cum Laude, 95-97% Magna Cum Laude, and 98-100% Summa Cum Laude. The percentages will be based on the students' cumulative grade point average. Any graduating senior with an ACT score of 30 or higher will have their name placed on a plaque. Students caught smoking/drinking/under the influence of drugs or with tobacco/alcohol/drugs in their possession during graduation practice or at the actual ceremony will not be allowed to participate in the formal ceremony, and will receive their diploma before the formal ceremony has taken place.
3. Awards Day - This event occurs during the final week of school. At this program students receive recognition through the presentation of various honors and awards.

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

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

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed,

and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

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

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. If extenuating circumstances exist, a student may receive a waiver from the principal or superintendent. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

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

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

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

Yearbook Photographs

Pictures used in the Yearbook are done by a professional photographer and cost the journalism department. Pictures in which students are making inappropriate gestures, wearing clothing which does not comply with the school's dress code, or which display any prop will not be published in the yearbook. If a photo has to be retaken because of a student or students actions, those involved will pay for the cost of the retake.

SECTION TWO: AVAILABLE ACTIVITIES

Art Club

The Superior High School's Art Club provides members with leadership opportunities, enrichment in the visual arts, and community service.

Band

Superior has a junior/senior high band. This organization is called on many times during the school year to perform in Superior and at out of town events. Half-time performances at football games and various home activities demonstrate the hard work and time put forth by the participants.

Community Service Club

The Community Service Club promotes clean speech, clean sports, scholarship, and community service. Membership is open to all students by application.

Future Business Leaders of America (FBLA)

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty and shall meet the following qualifications for membership:

- **Scholarship**

Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence.

- **Service**

This involves voluntary contributions made by a student to the school or community, done without compensation.

- **Leadership**

Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

- **Character**

The student of good character is cooperative, demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Fifteen percent of the Junior and Senior classes will be selected each year. The results of the selection will be announced at an honors convocation.

Quill and Scroll

Junior and senior students who are members of the Flashlight and yearbook staff may belong to this international journalistic organization.

S Club

Any student who has lettered in any sport is eligible for membership. The purpose of the S Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all sports.

Student Council

The purpose of this organization is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. Each high school club, society, organization, and each class is entitled to be represented on the council.

Student Publications

The "Wildcat" annual is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

The school paper is "The Flashlight." This paper is published each three weeks by the journalism classes and their teacher. It is financed in part by advertising and subscription.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (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.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. 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 a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student 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.
9. **Student eligibility related to domicile can be attained in the following manners:**
 - 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 the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall **at the transfer high school.** Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the **2019-20** school year prior to May 1, **2019** for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, **2019**. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, **2019** shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 12. Once the season of a sport begins, a student shall participate in practices and 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
 13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
 14. A student shall not participate on an all-star team while a high school undergraduate.
 15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

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

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

SECTION FOUR: CODE OF CONDUCT

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

Standard of Conduct

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

Coach and Sponsor Rules

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

Prohibited Conduct

Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it

does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send 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; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

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

Discipline

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

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

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

Additionally, students who are found to be in violation of **paragraph 5** of this policy shall be subject to the following disciplinary action.

First Violation – Suspension from co-curricular program for designated activities for one (1) calendar year from date of finding or violation;

Or

Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse professional and be approved by the school authorities. The student will need to successfully complete an approved chemical dependency program. Proof of successful completion of program will be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from co-curricular activities for one (1) calendar year from date of finding of violation. The student must also complete ten (10) hours of community service with approval from the Activities Director. The student must practice, but will not be allowed to compete, in the designated activities for two (2) calendar weeks. All costs associated with the program are to be borne by the student/parent or guardian.

Subsequent Violations – Upon finding of violation, the student will be suspended from all designated activities for one (1) calendar year from the date of identification of guilt.

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions:

First Offense: The student shall be prohibited from participating in any extracurricular activities for 30 consecutive days.

Second or Any Subsequent Offense: The student shall be prohibited from participating in any extracurricular activities from one (1) calendar year from date of finding of violation.

Evaluation, Counseling, and Treatment

Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's/coach's/sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident

Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after

the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures

Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

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

Review of Coach's Decision

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

Misrepresentations

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

Questions

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

Assistance

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

Student Record

Students entering grade 9 will enter with a clear record provided that any sources of ineligibility have been resolved.

SECTION: 5 A PARENT'S GUIDE TO CONCUSSIONS

WHAT IS A CONCUSSION?

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

CONCUSSION FACTS

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

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

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

Symptoms Reported by Athlete

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

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

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

WHEN IN DOUBT – SIT THEM OUT!

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

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

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

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

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

- Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.
- Step 2:* Running in the gym or on the field. No helmet or other equipment.
- Step 3:* Non-contact training drills in full equipment. Weight training can begin.
- Step 4:* Full contact practice or training.
- Step 5:* Game play.

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

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

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

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

WHAT CAN YOU DO?

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

OTHER FREQUENTLY ASKED QUESTIONS:

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

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

Is a “CT scan” or MRI needed to diagnose a concussion?

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

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

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

How long do the symptoms of a concussion usually last?

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

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

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

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

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

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

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

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

AUTHORIZATION AND ACKNOWLEDGEMENT

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

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

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

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

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

Signature of Parent

Printed Name of Parent

Date

SUPERIOR HIGH SCHOOL

PARENT - STUDENT HANDBOOK

2019-20



Marty Kobza
Superintendent
402-879-3257 EXT. 127

Robert Cook
7-12 Principal
402-879-3257 EXT. 116



601 W. 8th Street
P.O. Box 288
Superior, NE 68978



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MISSION STATEMENT

The mission of the Superior Public Schools is to provide a student centered environment that ensures personal success by developing resilient, healthy, productive citizens through partnerships with families and the community.

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about Superior High School. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Marty Kobza
Title: Superintendent
Address: Superior Public Schools District 65-0011
601 West 8th Street
Superior, NE 68978
Telephone: (402) 879-3257 ext. 127
E-mail: mkobza@superiorwildcats.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy **4001** – Nondiscrimination.

The Superior Public Schools District 65-0011 offers the following career and technical education programs for all students regardless of race, color, national origin, including those

with limited English proficiency, sex or disability in grades 9-12: *Business Education, Agricultural Education and Industrial Arts*. Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact.

Marty Kobza, Superintendent
Superior Public Schools District 65-0011
601 West 8th Street
Superior, NE 68978
(402) 879-3257 ext. 127
mkobza@superiorwildcats.org

Aviso de no discriminación

El distrito escolar no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades, y brinda acceso equitativo a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar las consultas relacionadas con las políticas de no discriminación:

Nombre:	<u>Marty Kobza</u>
Título:	<u>Superintendente</u>
Dirección:	<u>Escuelas Públicas Superiores Distrito 65-0011</u> <u>601 West 8th Street</u> <u>Superior, NE 68978</u>
Teléfono:	<u>(402) 879-3257 ext. 127</u>
Correo electrónico:	<u>mkobza@superiorwildcats.org</u>

Para obtener más información sobre la notificación de no discriminación, visite <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> para obtener la dirección y el número de teléfono de la oficina que atiende en su área o llame al 1-800-421-3481.

Para más discriminación prohibida e información relacionada, revise la Política del distrito escolar **4001** - No discriminación.

El Distrito 65-0011 de las Escuelas Públicas Superiores ofrece los siguientes programas de educación técnica y profesional para todos los estudiantes, independientemente de su raza, color, origen nacional, incluidos aquellos con dominio limitado del inglés, sexo o discapacidad en los grados 9-12: Educación Empresarial, Educación Agrícola y Artes Industriales. Las personas que deseen obtener más información sobre las ofertas de educación profesional y técnica y los criterios específicos de requisitos previos deben ponerse en contacto.

Marty Kobza, Superintendente
Distrito de Escuelas Públicas Superiores 65-0011
601 West 8th Street
Superior, NE 68978
(402) 879-3257 ext. 127
mkobza@superiorwildcats.org

CHILD FIND

Superior Public School has the responsibility to identify, locate and evaluate all children (birth through age 21) with disabilities regardless of the severity of their disabilities, and who are in need of special education related services. If you have questions or concerns about a child, please contact the Superintendent of Schools or High School Principal (879-3257) concerning the district's special education referral process.

SECTION ONE ACADEMIC INFORMATION

Academics and Credit Requirements

Credit Requirements

The definition of a credit shall be as follows:

Credit - a classroom subject which meets each day for a full period for the semester shall be one (1) credit. One (1) credit is equal to five (5) hours of instruction each week.

Requirements for High School Graduation

Forty-eight (48) credits are required to graduate. Thirty-four (34) credits will be from within the core curriculum which is listed below in the "Core Curriculum" subsection.

Parents shall be notified when a student is ineligible to receive a diploma after seven (7) semesters of attendance. A student ineligible to receive a diploma after completion of seven (7) semesters of attendance will be allowed to participate in the commencement exercises but will be awarded a Certificate of Attendance. If the student completes eight (8) semesters of attendance and is still ineligible to receive a diploma, that student shall be awarded a Certificate of Attendance. There shall be no distinction made between students receiving Certificates of Attendance at the spring commencement exercises. A student receiving a Certificate of Attendance shall have the option of returning to school and completing the requirements for a diploma.

Early Graduation

In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements listed below.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

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

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

Promotion and Retention of Students

Upon satisfactory completion of the requirements of the grade level, students attending the seventh and eighth grades of the Superior High School shall advance to the next grade.

Students may be required to repeat the same grade provided that the student's building principal believes that the student will benefit from repeating the grade. If retention of a student is considered, a careful study of the needs of the student shall precede any decision relative to the retention. The building principal in basing his/her decision to retain the student may include, but is not limited to a conference with the student, the student's parents or guardian, the student's teacher(s) and the guidance counselor. Adequate testing of the student shall be performed to determine if the leading difficulty of the student could best be served in a special education program. The final decision for the retention of a student shall be made by the administration.

CORE CURRICULUM:

The following subject areas are required or recommended as part of the core curriculum:

English/Language Arts: Eight (8) credits required: (4 years)

- English I (or *Practical English)
- English II (or *Applied English)
- English III (or *Creative Writing/Reading)
- English IV (or *Career English) (or A.P. English)

*Classes are for students who have failed classes in the regular English curriculum and for those students recommended by the English department.

Mathematics: Six (6) credits required: (3 years)

Science: Six (6) credits required: (3 years)

*Biology shall be required for two of these credits.

Social Science: Six (6) credits. (3 years)

*American History and American Government shall be required for four of these credits.

Personal Health and Physical Fitness: Two (2) credits. (1 year)

Visual and Performing Arts: Two (2) credits. (1 year)

Vocational Education: Four (4) credits required. (2 years)

Foreign Language: Four (4) credits are recommended if a student plans on attending a four-year college. Students should check potential college choices for entrance requirements.

Distance Learning or On-Line Classes: Not required, but is recommended to all students.

Electives

The remaining ten or fourteen (10 or 14) credits needed to complete graduation requirements shall be selected from subjects offered within the high school curriculum. This will depend on whether the student takes Foreign Language.

Other

Credits or semester hours earned through Armed Forces programs and/or correspondence courses must be approved by the principal prior to acceptance as credit toward completion of a student's graduation requirements.

Dropping or Adding Subjects

Students may not drop, discontinue, or add subjects without permission of the counselor.

Students wishing to drop, discontinue, or add a subject must complete the following steps within the first three (3) days of the semester:

1. Receive approval from their parents.
2. Consult with the instructor of the subject to be dropped or added.
3. Secure the proper paperwork from the counselor and receive permission from the counselor.

A student who enrolls in a two-semester subject will be expected to complete both semesters. However, if a student is removed from a class after the first week of the semester he/she will fail the semester, receive a "0" and be reassigned for the remainder of the semester.

Reports to Parents

Parents/guardians of students should monitor their students' grades via the Superior High School online website or by calling the school periodically. Parents/guardians wanting to view their students' grades via the website should contact Superior High School to receive more information.

Report cards

Following the end of each nine weeks grading period report cards will be made available online. **Students must have all fines and bills paid before having their online account reactivated.** Students who are unable to view their report cards online and have all fines and bills paid will have their report cards printed for them by request.

Pupils entering school for the first time after the school year has started must be in school at least 4 1/2 weeks prior to the date report cards are issued to be entitled to receive a report card.

Class Rank

Class Rank and Grade Point Average are computed twice yearly in grades 9-12 at the conclusion of each semester. Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each curriculum class in which he/she was enrolled. For the purposes of this policy, all classes are used for class rank except for Drivers Education and Teacher Aide.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a

student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for at least two semesters.

Grading Scale

A+	98-100%	C	77-81%
A	93-97%	D+	74-76%
B+	90-92%	D	70-73%
B	85-89%	F	0-69%
C+	82-84%	I	Incomplete

A student with a low grade 65% through 69% may receive a conditional passing grade for the first semester of a two semester course if the teacher thinks it advisable. However, at the end of the second semester the student's grades must average out to a 70 percent. The pupil's record must clearly be marked to indicate a conditional passing grade; otherwise, any grade below 70 percent is failing. There will be no conditional passing grades given at the end of the second semester.

Semester Test Policy

All students in grades 9-12 will be required to take a semester test in each class. **Semester test are 15% of a student's final semester grade.**

Honor Roll

The Honor Roll, which is designed to recognize student achievement, is divided into two categories:

High Honor Roll: An accumulative average in percentage graded courses of 93% or above, with no grade lower than 86%, no letter grade lower than a B and no incompletes for the quarter or semester.

Honor Roll: An accumulative average in percentage graded courses of 88%-92%, with no grade lower than 82%, no letter grade lower than a C and no incompletes for the quarter or semester.

Teacher-Aide Periods

Sophomores, Juniors, and Seniors may serve as a teacher-aide for one (1) period per day if they have a 85% or above cumulative GPA.

SECTION TWO

BASIC SCHOOL RULES AND GENERAL PRACTICES

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 20 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Accidents

A report is to be filed with the building principal of all accidents involving teachers and/or students. All accidents, including vehicle accidents, in which teachers are involved while performing services for the school district shall be immediately reported to the Superintendent.

Announcements and Bulletins

Announcements are distributed and read during the beginning of third period in the morning if possible or at another time deemed appropriate by the principal. **Announcements may also be sent via email to students when possible.** Announcements are also posted on the school website and may also be accessed via Superior Public Schools automated phone system by dialing ext. 187.

Annual Health Screening Information

An annual health screening of students will be completed by the school nurse. This includes a measure of height and weight, oral screening for severe cavities and deformities, observation of and personal instruction on cleanliness. Grades K-6, 8, 10 and new students are given a farsighted vision screening and hearing screening. Kindergarten students will do a color vision test. Other students may be screened when a staff member or parent requests. Parents will be notified if their student does not pass the screening checks. Significant health information will be shared with appropriate staff.

Blood pressure screening is routinely done for grades 3,5,8,10 and 12. The nurse will also take BP readings on students as they request and as time permits. The nurse uses pediatric equipment for the appropriate ages and size of the child. The BP readings are compared to the percentile at risk chart established by the American Academy of Pediatrics. Any reading in the 90th percentile or above will be rechecked twice. If the BP continues in the 90th percentile or above, a note will be sent to the parents.

Scoliosis is a side-to-side curvature of the spine and early diagnosis is essential to allow for simple treatment. Treatment delayed beyond the growth years may limit their physical abilities. Progressive scoliosis will cause serious health complications later on if not treated. Parents will be notified if their child has any symptoms of a possible curvature. A diagnostic evaluation is recommended by the physician of your choice, and may involve a series of exams through the rapid growth years. Grade 5 is screened for scoliosis.

Health screenings according to the DHHS Rules and Regulations will be followed. If any parent wishes to object to any routine school screening of their student, they need to send a written statement within one week. However parents are advised that they may be required to provide a medical exam report in place of allowing Health screening.

Attendance Policy

The philosophy of Superior Schools is that student attendance is necessary for the proper education of the youth. Thus, regular attendance strengthens the student's educational growth and well-being. Students cannot contribute to, or gain from, the discussions in class unless they are in attendance.

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences and Make-Up Privileges

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness.)
2. Death or serious illness of the student's family member.
3. Attending a funeral, wedding, or graduation.
4. Observance of religious holidays of the student's own faith.
5. Personal or family vacations.
6. Medical appointments for the student **or for a child whom the student is parenting.**
7. Participating in an event as a member of a team or group representing Superior High School in an approved activity.
8. Severe Weather.
9. Appearance at court or for other legal matters.
10. College planning visits. (Limit of 3)
11. Absences excused at the discretion of the Building Principal.

In order to ensure an absence is excused, and make-up privileges granted, the student must:

1. Have parent/legal guardian call the office requesting excused absence prior to the day of the absence. (Written requests in advance will be accepted only if parent/guardian has no telephone).
2. In case of student illness, **the office must be notified between 8:00-9:00 A.M. of the morning the student is absent due to illness.**

Students participating as members of a team or group representing Superior High School in an approved activity will automatically receive an excused absence. Students should contact teachers for make-up work prior to leaving for the activity.

Students who, after being in attendance at school, find he/she must leave school must obtain permission from the principal in order to earn an excused absence and make-up privileges. If, for some reason, it is impossible to notify the office prior to a student's absence, the parents may request a meeting with the principal in order to present reasons why the office was not notified pursuant to this policy. If the reasons are acceptable, make-up privileges will be granted to the student.

Parents who know in advance that a student will be absent must call the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Make-Up Work

Students with excused absences, as defined above, will have **two (2) days** for each day absent to make up the assignments missed due to the excused absence. For example, a student with two consecutive days of excused absence will have four (4) days to make up work for all classes, starting with the day they return to school.

Upon their return to school, students must contact all teachers to determine what make-up work must be completed.

Unexcused Absences

All other absences are unexcused unless the student was given prior approval by the principal. Students will not be permitted to make-up work missed due to an unexcused absence. For each assignment missed due to an unexcused absence, the student will receive a grade of zero (0) which will be averaged with the other grades for that grading period.

Excessive Absenteeism

A student may miss a total of **five (5) days per quarter**. This number is inclusive of both excused and unexcused absences; however, absences resulting from the participation in school activities do not count towards the limit of five. An absence that would place the student above the limit of five and is due to a funeral may be granted at the discretion of the Administration. Students absent due to a funeral should make arrangements with the Administration prior to the absence if possible.

Parents of students who miss more than five (5) days per quarter will be notified in writing and will be scheduled to meet with the Principal to discuss the attendance problem. **A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.**

Make-Up Time

Each case of excessive absence will be judged, based on its own merits. Unless extenuating circumstances exist, the student exhibiting excessive absenteeism will be required to make up time in the office. **This period of time will be 3:30 to 4:00 for a period of five days for each absence in excess of the 10 permitted per semester.** Failure to serve the make-up time may result in an "in-school" suspension. All make up time must be completed outside of the

regular school day. Students not completing the necessary make-up time by the designated due date will not receive credit for the semester.

Start of School Day and Tardiness

The school day starts at 8:05 A.M. and ends at 3:38 P.M. Monday through Thursday and runs from 8:05 A.M. to 2:30 P.M. on Fridays. 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. **Prior to that time, the school is not responsible for supervision of the students.**

Students will be dismissed at the end of the last period of the school day unless other circumstances dictate otherwise (early dismissal, detention, etc.). Unless participating in a school sponsored activity, upon dismissal students must leave the school grounds and proceed home or to a previously designated location unless participating in a school sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Students who are tardy either at the beginning of the school day, or to any class period during the day must report to the office for a tardy slip. The office will determine whether the tardy is excused or unexcused. Students who report to class later than fifteen (15) minutes after class has started will be counted **absent** for that class. Students reporting to class late will be given a pass that is clearly marked either tardy or absent. Special circumstances may arise where the principal will admit a student or group of students to class late with no tardy or absence assessed.

Being tardy is disruptive to the instructional process and students are expected to be on time for classes. Excessive tardiness may result in not being admitted to class and a zero (0) given for all assignments missed due to the absence. Students who accrue unexcused tardies after accumulating over twenty (20) absences may be reported to the county attorney of the county in which the student resides.

Consequences will be assessed for repeated or habitual tardiness.

- Students will be required to make-up time accrued from unexcused tardies during the day immediately after school on the same day the unexcused tardies were accrued. Students riding the bus will be required to stay the following day to make up the necessary time and should make arrangements to do so with their parent(s)/guardian(s). Students will also be required to turn their phones into the office for any unexcused tardies.
- After a student accrues three (3) tardies, he/she will be assessed fifteen (15) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues four (4) tardies, he/she will be assessed thirty (30) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues five (5) tardies, he/she will be assessed sixty (60) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.

- After a student accrues six (6) tardies, he/she will be assessed a one (1) day in-school suspension and be required to turn in their ECD for one (1) week.
- After a student accrues seven (7) tardies or more, a conference with the administrator, the student, and the student's parents will be scheduled. The students will also be required to turn their ECD into the office for one (1) month.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Superior Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Book Bags

Book bags will not be allowed in classrooms or hallways during the school day. Students may use book bags to carry books to and from school, but the book bags should be stored in their locker during the school day. This guideline is in place for the safety of students, teachers and staff.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students may supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. If a family is unable to provide all of the listed supplies due to financial circumstances, please contact the building principal or office for assistance.

Breakfast and Lunch Periods – Closed Campus

Students may not leave the building without permission from the administration. The campus is closed for all students. Students will not leave the school grounds during the lunch period. Students may bring their own breakfast/lunch or use the regular school menu. No pop, candy or commercial foods can be brought to the school or purchased from the vending machines a half hour before and after the scheduled breakfast/lunch periods. Junior High and High School students may be assigned seating areas by the lunch supervisors.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a

bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk with school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each day. A written copy of daily announcements will be posted on the bulletin board by the main entrance and also on the bulletin board in the junior high hallway.

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

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

Bullying

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

Students are prohibited from engaging in any form of bullying. A student who engages in bullying on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences. Without limiting the foregoing, a student who engages in bullying behavior that materially and

substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Cafeteria Rules

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

Cell Phones and Other Electronic Devices

Regulations on Use

1. Students in grades 7-12 are allowed to use their cell phones or other electronic communication device until the 8:05 A.M. bell rings. Then, they should turn off the device and place it in the teacher's storage pocket or the area assigned by the classroom teacher. Cell phones are not allowed in the restrooms or locker rooms. Teachers may, at their discretion, utilize cell phones in the classroom for educational purposes.
2. All students who are ineligible or who have not attended detentions or after school sessions with teachers should turn their cell phones into the office before 8:05 A.M. The phone should be turned off and placed in the designated pocket or the area assigned by office personnel. Students who are tardy should turn the device into the office upon arrival.
3. Students in grades 9-12 are allowed to use their cell phones and other electronic communication devices at lunch or during passing time, unless they are ineligible according to the Down List. Students in grades 7-8 are not allowed to use their cell phones or other electronic communication device at lunch at any time. Students in grades 7-8 should take their phones to lunch and leave them face down on the table. If a student would like to make a phone call during lunch, he/she must do so in the office.
4. If a student wishes to make a phone call during the school day, they should do so in the office or in the teacher's presence.
5. Students are prohibited from taking or sending inappropriate messages/texts. If a student is found to have taken or sent an inappropriate message/text with their phone or other device, the device will be confiscated and returned to the student's parent. The student will not be allowed to have their phone at school for a period of two (2) weeks following such a violation.

6. Students are permitted to possess and use phones and electronic devices before school hours and after school hours, provided that the student does not otherwise violate this policy. Administrators have the discretion to prohibit student possession or use of phones and electronic devices on school grounds during these times. In the event the administration determines such further restrictions are appropriate, an announcement will be given regarding the change in permitted use.
7. Phones and electronic devices may be used during class time when specifically approved by the teacher or school administrator. Such use should be limited to that which is in conjunction with appropriate and authorized class or school activities or events (i.e., a student use of a camera during a photography class, student use of a laptop computer for a class presentation).

Violations

1. Prohibited Use of Electronic Devices: Students shall not use electronic devices for:
 - a. activities which disrupt the educational environment;
 - b. illegal activities;
 - 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 the image or voice of another person, without the express permission of the person recorded, while on school grounds, at a school activity, or in a school vehicle, other than the recording of persons participating in school activities open to the public;
 - g. failing to promptly delete any recording or image in violation of this policy;
 - h. “sexting”, or while on school grounds or at a school activity having any “sexting” message on their electronic devices regardless of when the message was received; or
 - i. activities that invade the privacy of others.

Any prohibited uses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, up to suspension and expulsion from school.

The following guidelines shall be followed in imposing disciplinary action:

- a. **First Violation**: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences may include a relinquishment of the phone or electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class.
- b. **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, a conference between the student and school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for one (1) week and is required to attend the next STOPiT class.
- c. **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 school principal, and enrollment in the STOPiT class. The

student will lose casual use (freetime) privileges for two (2) weeks and is required to attend the next STOPiT class.

- d. **Fourth 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 school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class. The future use of all electronic devices at school by the student will be evaluated and determined by the school administration.

Violations 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.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

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

Child Abuse and Neglect

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

Class Dismissal

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

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- remain in the classroom the first 30 minutes of each class period;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173-Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or **condition not otherwise specified in board policy or this handbook**, please call Bob Cook 402-879-3257 ext. 116.

Communicating with Parents

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

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for

educational uses.

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

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-

based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters

satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

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

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

- 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all

matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

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

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner

that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

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

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

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

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and third quarters. When the teachers and the principal deem them necessary, additional conferences will be scheduled with parents on a case-by-case basis.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

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

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

Copyright Office and the Library of Congress at the following site:
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Contact Information

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

Damage to School Property

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

Dances\Prom\Homecoming

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High Dances

Junior High School dances (7-8) are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to Superior High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Junior/Senior Prom

Members of the Superior High School junior and senior classes may invite guests to the prom under the following rules:

1. All guests must be cleared through the principal's office. The name of the guest must be submitted to the principal ahead of time.
2. Guests are expected to follow all rules the students must follow. Each student is responsible for his/her guest's conduct.
3. Appropriate attire is expected. **No blue jeans, shorts, or t-shirts will be allowed at the banquet or dance for prom.** Black dress jeans will be acceptable.
4. **Students who are ineligible will not be allowed to attend prom.**

Homecoming

The selection of Homecoming Queen and Homecoming King candidates shall be made by the entire student body. The male and female students with the highest scores among the candidates will be the Homecoming Royalty Court. The male and female with the highest scores from this vote will be the Homecoming King and Queen.

On the ballot, students will place names of boys and girls in their order of preference. The ballots will be based on the following standards:

Number of Students in Senior Class	Number of Candidates
45 or more	12 candidates
35-44	10 candidates
25-34	8 candidates
24 or less	6 candidates

Votes for King/Queen will receive six (6) points, 2nd place will receive five (5) points, 3rd place will receive four (4) points, 4th place will receive three (3) points, 5th place will receive two (2) points and 6th place will receive one (1) point. These numbers will be adjusted according to the number of candidates.

Candidates must be a member of the current senior class and must have a minimum of an 80% grade point average upon completion of his/her junior year. Homecoming activities will be coordinated by the Student Council.

Dating Violence

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

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Bob Cook at 402-879-3257 ext. 116, bcook@superiorwildcats.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza at 402-879-3257 ext. 127, mkobza@superiorwildcats.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Bob Cook at 402-879-3257 ext.116, bcook@superiorwildcats.org or in person at

school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress and Appearance

The dress of students attending the Superior Public School District is the responsibility of parents. Inappropriate dress by students is dress that interferes with the educational process of the school.

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. By regulation, the administration may establish specific attire that is prohibited.

The following are examples of unacceptable school attire:

1. Tank tops or tops that do not have straps that are at least two (2) inches in width.
2. Clothing that does not properly and adequately cover the student's body. For example, bare midriff clothing, extremely tight shorts, shorts that expose the buttocks, etc.
3. Pants or shorts worn below the waist.
4. Exposed undergarments such as sports bras, underwear, etc.
5. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard.
6. Headwear, such as caps/hats/bandanas in school buildings during the school day.
7. Attire, including tattoos, that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco, profanity, or sexual acts.

The school dress code will be in effect during the school hours and during school activities unless students are given permission by the principal to wear something different. The Principal or Superintendent will have authority to make the final decision regarding the appropriateness of attire and grooming.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any assignments they miss while correcting the violation. Continual violations of the dress code will result in disciplinary action up to suspension and expulsion.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. **Parents should promptly inform the school if this contact information changes during the school year.**

Eye Exams

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

Fighting

The district has a zero tolerance policy in regards to fighting. Fighting will not be tolerated at school or school activities. Students should do everything they can to avoid physical confrontations at school. Fights at school disrupt the learning environment and cause problems for students, teachers, and the school as a whole.

Everyone involved in a fight at school, on school grounds, or at any extracurricular activity (home or away) will be considered "guilty" of the zero tolerance fighting policy. The following guidelines will be used at Superior Jr./Sr. High School for those students involved in fights:

First offense: Automatic two (2) day out-of-school suspension for all students involved.

Second offense: Automatic four (4) day out-of-school suspension for all students involved. Parents and students will be required to meet with the administration before the student is allowed back into classes.

Fire Drills and Emergency Exits

As required by law, fire drills will be held at regular intervals. Fire drills are important and are to be treated seriously. Specific instructions for evacuation of the building for a fire drill will be given on the first day of school. Students will leave the room immediately on when the fire alarm sounds. Conversation should be kept at a minimum and lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. The same procedure is used in case of a bomb threat.

Food and Drink Regulations

The classroom is meant to be an academic environment. Food, candy, and drink items are not to be taken into the classroom. Food and drink containers cannot be taken to the lockers. The

vending machines will be turned off from 8:00 A.M. to 3:00 P.M. during the school day. The juice machines will remain on the entire school day.

Gum chewing is allowed during the school day. **Students should dispose of their gum by wrapping it in a tissue and placing it in a trash can. Students should not stick gum under or onto furniture including desks and tables.**

Food Service Program

The Superior Public Schools participate in USDA's National School Lunch Program and offer a complete hot lunch program. Prices for lunch meals shall be determined by the Board of Education.

Breakfast

The school will serve breakfast daily from 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.35 and adults \$2.10 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-4 is \$2.50. Lunch for 5-12 lunch is \$2.75 for students and \$3.50 for adults.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a family account has no funds available to pay for a meal, the family account will be permitted to charge up to ten meals. Thereafter, if a family account has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

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

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Las agencias estatales o locales de SNAP y FDPIR, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay

Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf. y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

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

(2) fax: (202) 690-7442; o

(3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

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

Head Lice

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

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

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

Health Problems

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

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

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Marty Kobza, who may be contacted at 402-879-3257 ext. 127.

Illness or Injury at school

The school district will contact parents if a student becomes ill at school. Students becoming ill at school must report to the principal's office to obtain a pass and transportation home. **Under no circumstances is a student to simply leave school.**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency

services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records. A summary of the School Immunization Rules and Regulations are included in this handbook.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Library

The library is open from 8:05 A.M. until 3:38 P.M. Students should become acquainted with the library. The librarian and assistants are prepared to help students utilize the library. Students are expected to keep the library as clean and orderly as possible.

Lockers and Other School Property

Each student is assigned a locker. These lockers are to be used for storing items such as books and supplies. Inappropriate posters and pictures are not to be displayed in or on the lockers.

It is the student's responsibility to see that their locker is locked and in order at all times. This helps to avoid loss and damage. Students will be fined for damage to lockers and other school property.

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

Lost and Found

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

Medications

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

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, the medication name and dosage, and directions for administering the medication. Only the amount needed at school is to be sent.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

All medicine must be accompanied by a parent/guardian's written permission. All medication must be taken to the office. If the above procedures are not followed, the administering of medicine will not be done at school.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Meetings of Clubs/Societies/Organizations

Meetings will be scheduled during PAWS time on Wednesday of each week if necessary. Any meeting held after school hours must be approved by the principal and posted on the master calendar. All meetings must have a sponsor present.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-879-3257 ext. 127.

Title I Parent and Family Engagement Policy

Superior 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 districted 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 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 parents and family involvement, and annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation finds 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 education 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 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 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 parent, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with each other Federal, State, and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Personal Items

The school provides the necessary equipment for classroom and school day activities.

Students should not bring items such as electronic devices or other similar personal items to school unless they have the prior permission of their teacher or a school administrator. The school is not responsible for damage, loss or theft of personal items or equipment.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes and bring additional clothes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Parents who want pictures of their students may purchase them directly from the photographer.

Police Questioning and Apprehension

Law enforcement officers and any officer of the court are encouraged to contact students of the Superior Public School District after school hours whenever possible. In the event it is necessary for such officers to have a conference with a student for the Superior Public School district, an administrator or his designee shall contact the student's parents or guardians and

inform them of the conference. If the parent or guardian of such student cannot be contacted or the parent or guardian is unable to be present during the conference between the law enforcement officer and the student, the conference shall not be held during the school hours or school property unless the officer is in pursuit of a student or has a warrant for a student's arrest. Students at risk, i.e., suspected of child abuse or neglect, deemed such by the administration, may conference with representatives of the Nebraska Department of Health and Human Services and/or law enforcement officers without prior knowledge of the parent or guardians.

Protection of Student Rights

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

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

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

Regulations Governing Classes and Organizations

1. A student whose conduct was not satisfactory as determined by the administration or board, or who had a failing grade in any subject in the previous semester, shall not be elected to any office in any class or organization.
2. Any student elected to any office in any class or organization must maintain satisfactory conduct and passing grades. Any student whose conduct becomes unsatisfactory as determined by the administration or board, or who fails a subject, shall be removed from office. An election shall be called to fill the resulting vacancy.
2. No student shall be allowed to hold the same office for more than one year. The election of officers shall take place on a day determined by the principal of the high school and announced at least one day prior to the election. Eligibility lists will be posted at the time of calling the election.
3. Meetings of any class organization may be held with the consent of the sponsor who shall consult the principal before calling such meeting.
4. All class organization meetings will be governed by the rules of parliamentary procedure.

If class organizations foster antagonism or individual members of class organizations fail to render assistance in prohibiting inter-class controversies, all class organizations may be abolished.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

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

Searches of Student Lockers and Property

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

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules or state or federal law.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. 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.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact Megan McMeen at 402-879-3257 ext. 201 or Bob Cook at 402-879-3257 ext. 116.

Senior Class Activities

1. Announcements and Cards - Seniors may purchase class graduation announcements and name cards. Class colors will be selected from the color options presented by the announcement company. From a variety of announcements, all seniors select the one type they would like to have.
2. Baccalaureate and Commencement - The final step for seniors is Commencement. Seniors, in their caps and gowns, receive their diplomas at this ceremony. Cap and gown colors will be representative of the school colors red and white. Black or silver may be substituted for white since those colors are present in uniforms used by the school. Seniors will secure a graduation speaker by the end of February or may choose to have a Senior video. The Senior video will be 15 - 20 minutes in length. The administration will approve the speaker or video, and will have the final approval. The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner: 93-94% Cum Laude, 95-97% Magna Cum Laude, and 98-100% Summa Cum Laude. The percentages will be based on the students' cumulative grade point average. Any graduating senior with an ACT score of 30 or higher will have their name placed on a plaque. Students caught smoking/drinking/under the influence of drugs or with tobacco/alcohol/drugs in their possession during graduation practice or at the actual ceremony will not be allowed to participate in the formal ceremony, and will receive their diploma before the formal ceremony has taken place.

Awards Day - This event occurs during the final week of school. At this program students receive recognition through the presentation of various honors and awards.

Smoking and Tobacco

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

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.

If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The Northwest Evaluation Association's Measures of Academic Progress (MAPS) is administered annually in grades 3-11 to determine the students' achievement probability for individual success. Tests are administered in fall and spring, and the results are sent home with the student's report card each semester.

Student Assistance

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

Student Fee Policy

The Superior Public Schools District 65-0011 shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

There will be a \$30 service charge on all returned checks.

Definitions.

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

Listing of Fees Charged by this District.

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
- 2. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 3. Personal or Consumable Items.** The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

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

○ Industrial Technology Classes	\$20 to \$800 depending on student choice of materials for personal projects.
○ Art Classes	\$5 to \$100 depending on student choice of materials for personal projects.
○ Agriculture Education Classes	\$5 to \$100 depending on student choice of materials for personal projects.

5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.
6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

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

- Student Season Pass: \$20 Covers admission to all home extracurricular events. This excludes conference and NSAA activities.
- Student participation fee: \$20 Required of all students who participate in athletics and/or other extracurricular activities. Includes Season Pass.
- FFA: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
- Art Club: Annual membership fee of \$10.
- Drill Team/Flag Corps: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Swing Choir: Students must purchase outfits and shoes selected by the sponsor and/or student group.
- Instrumental Music/Band: \$10 uniform cleaning fee. Students must provide their own instruments and marching band shoes.
- Football: Students must provide their own football shoes, undergarments, and mouth guards.
- Golf: Students must provide their own golf shoes, undergarments, and clubs.
- Physical Education: Students are responsible for the cost of off campus activities if not graded.

- Track, Volleyball, Wrestling, and Basketball: Students must provide their own shoes and undergarments.
- Future Business Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
- Foreign Language Club: Annual membership fee of \$10.

- 7. Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.
- 8. Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.
- 9. Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.
- 10. Participation in Before-and-After School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school, or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$100 per month.
- 11. Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$300.
- 12. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club, or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program – Grades K-12
 - Adults \$2.10
 - Regular Price \$1.35
 - Reduced Price \$0.30
- Lunch Program – Grades K-4
 - Adults \$3.50
 - Regular Price \$2.50
 - Reduced Price \$0.40
 - Extra Milk \$0.45
 - Seconds \$0.50 to \$1.50
- Lunch Program – Grades 5-12
 - Adults \$3.50
 - Regular Price \$2.75
 - Reduced Price \$0.40
 - Extra Milk \$0.45
 - Seconds \$0.50 to \$1.50

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

- Band Students must provide their own instruments and marching band shoes, plus a suggested \$10 uniform cleaning fee.
- Swing Choir Students must purchase outfits and shoes selected by the and/or student group.

14. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of unique extracurricular activities during their years in high school, including prom, various recognition's dances, class trips, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. The suggested donation to the class fund will be \$5 to \$50.

Waiver Policy.

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

to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

Voluntary Contributions to Defray Costs.

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

Student Fee Fund

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they

believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

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

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than **the last Friday in August of the current school year.**

Non-Directory Information

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

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

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

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Maintenance and Destruction

All files or records shall be maintained so as to separate academic and disciplinary matters, and all disciplinary materials shall be removed and destroyed upon the pupil's graduation or after his/her continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to law.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Transfer or Withdrawal

Students withdrawing or transferring to another school must inform the building principal. Grade reports may be withheld pending payment of all school debts and obligations.

Student Vehicle Use

Use of the school parking lot is a privilege extended to students. Under Nebraska law, this privilege may be made subject to reasonable restrictions to prevent inconvenience to other users and to prevent the danger of injury to persons or property. The school may revoke the parking privilege of any individual at any time for violations of rules governing use of the parking lot. Students who drive cars to school are required to observe the following regulations:

1. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
2. Cars are to be properly parked in designated areas. Student vehicles should be parked in the north parking lot in the areas marked for parking.
3. Students are not to go to the parking area or vehicles during the school day, including over the lunch period unless given permission by the principal.
4. Students driving on permits are reminded that such a permit entitles the student to go directly to and from school by the shortest route.
5. Students participating in activities after school are not to move cars until the activity is completed.
6. Students are not to use cars for errands during school time unless given permission by the principal.
7. Student vehicles parked on school property maybe subject to search when there is reasonable suspicion by school officials that the search will reveal contraband or violations of school rules.

Regulations governing student driving and parking will be in effect during normal school hours and at all school sanctioned or sponsored events outside the normal school day. Vehicles that are improperly parked may be towed away at the direction of the administration, at the expense of the owner or driver.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Telephone Calls

The school's telephone may be used only with permission of staff. Students who need to use their cell phones to make a phone call need to report to the office to place their call. Students need to have approval from the administration before using their cell phones during school hours.

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.
All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the

person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

2. Threat Assessment Team

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

3. Threat Assessment Investigation and Response

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

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

4. Communication with the Public about Reported Threats

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

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Students who are passengers in school buses are to abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If a student misbehaves on the bus, the driver is expected to report the incident to the administration. If misconduct reoccurs, the student will not be allowed to ride the bus.

Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

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

15) Video cameras are placed on buses to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include A note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

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

d) **Procedures Concerning Regular Bus Routes**

- 1) Requests to be dropped off at a point not on the regular route will not be accommodated unless extenuating circumstances arise and the request is approved by the transportation director or administration.
- 2) Students who are not regular route riders may not ride the bus home with a friend unless written permission is presented to the bus driver ahead of time by the parent of the non-route rider. The written permission should include the non-route rider's name, the date, the signature of the non-rider's parent, and the place approved for drop off.

Non-route riders requests may not be granted if it causes overcrowding of the vans or buses (vans have a 10-rider plus driver maximum occupancy).

Transportation to Activities

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

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on Superior Public Schools District 65-0011 property. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. **In such an instance the students remain subject to the district's appropriate use and student discipline policies.** For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, **subject to other applicable board policy.** However, **this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.**

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

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

Visitors

All visitors must report to the office. Students wishing to bring a visitor must have approval from the principal at least two (2) days prior to the visit. The following stipulations shall also apply to visitors other than parents/guardians:

1. Visiting students must be enrolled in another school district.
2. Any problems caused by visiting students will result in the hosting Superior High School student not being allowed to have any future guests visit the school.
3. Visitors are not allowed during the last two days of the first and second semester.
4. Visitors are limited to one day, or a portion thereof, of visitation per school year.
5. Each visitor will be given a visitor's pass that must be worn at all times.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. **School closings will be announced via radio on KRFS. Closing information will also be made available via television on NBC Nebraska Channel 4, KOLN/KGIN Channels 9/10, and NTV channel 13. Text messaging and/or email notification is also available. Please contact the school if you are interested in getting signed up for the text messaging and/or email program. An automated calling service will also be utilized for notifications.**

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Work Permits

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

Yearbook Photographs

Pictures used in the Yearbook are done by a professional photographer and cost the journalism department. Pictures in which students are making inappropriate gestures, wearing clothing which does not comply with the school's dress code, or which display any prop will not be published in the yearbook. If a photo has to be retaken because of a student or students actions, those involved will pay for the cost of the retake.

SECTION THREE STUDENT DISCIPLINE

General Discipline Philosophy

The school has the authority and responsibility to regulate student conduct on school property, in school vehicles, during school related activities away from school and while students are traveling to and from school. The Board of Education, any school district employee, or any designated agent of the school district has the responsibility and authority to regulate student conduct and impose disciplinary sanctions. Sanctions which may be imposed for violating school regulations shall include, but are not limited to, conferences, detention, restriction from activities, administrative suspension, and/or expulsion. Sanctions shall be reasonable and consistently applied for the violation and the student involved, and imposed with a consideration for the student's rights to an education and due process of law.

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

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

Forms of School Discipline

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

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

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

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school

holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who may have to stay after school will be allowed to telephone parents and advise them of the situation. Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day. We realize this could be an inconvenience to parents, however, the after-school time is important and should be reserved for all students who need it. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or with the teacher assigning the detention.

After a student receives a third detention in the school year the student will receive a one (1) day in-school suspension. Parents will be notified by phone or mail of the suspension and the student will be allowed to return to classes after the suspension.

After a student receives a sixth detention, a one (1) day out-of-school suspension **or** a one (1) day parent/guardian supervised suspension. A conference involving the student, teacher, parents, and administrator intended to develop a behavior plan will be required before the student is allowed to return to classes.

Students who receive multiple detentions in one semester will face escalating consequences up to and including possible suspension or expulsion.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal 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/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
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 conditions outlined by the principal at the time of the suspension.

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.

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

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

these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the 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.

Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

Alternative School or Pre-expulsion Procedures. The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon Other than a Firearm

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year.

Automatic Review of Expulsions Which Continue During the First Semester of the Following Year

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence, the Hearing Examiner need not provide a hearing in order to complete his or her review.

The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

Use of Force

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

Firearms

When a student is determined to have knowingly and intentionally possessed, used, or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the superintendent of schools or the board of education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to, or possession of firearms by, members of the reserve officer training corp., or to firearms that may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

The following conduct constitutes grounds for short-term suspension, 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 that 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, or a single violation if the conduct amounts to a criminal act, 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, sex, 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, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - 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 initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. 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;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon; and

- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

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

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

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

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

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.

Section Four

Forms and Signature Pages

The section contains forms for student and parents to utilize during the school year. The colored pages are forms that must be completed and returned to the school by: **August 23, 2019.**

Summary of the School Immunization Rules and Regulations

2019-2020

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV if given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th Grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (must contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered

MEMBERS OF BOARD OF EDUCATION

Matt Sullivan, Pres	Superior	402-879-1891	Jason Jensen	Superior	402-879-5760
Peggy Meyer, V.P.	Superior	402-879-4047	Brad Biltott	Superior	402-879-5841
TBD, Sec.	Superior		Matt Bargaen	Superior	402-879-5886

SCHOOL ADMINISTRATION

Superintendent of Schools	Marty Kobza	601 West 8 th	402-879-3257 Ext. 127
Jr/Sr High Principal	Robert Cook	601 West 8 th	402-879-3257 Ext. 116
Elementary Principal	Douglas Hoins	601 West 8 th	402-879-3257 Ext. 125
School Maintenance	Kent Kottmeyer	601 West 8 th	402-879-3257 Ext. 166
Bus Supervisor	Kevin Knoell	601 West 8 th	402-879-3257 Ext. 204
Food Service Supervisor	Mary Hamilton	601 West 8 th	402-879-3257 Ext. 191

SECONDARY FACULTY

Corissa Arickx	Soc. Sci.	Dayna Miller	Math
Kelsea Blevins	Spanish	Kevin Miller	Soc. Sci./A.D./Hlth. Sci.
Kristene Boyles	Resource	Shellie Mueller	English/Am. History
Christina Ehlers	Math	Kelly Mumm	English
Sara Fuller	Business Education	Jacki Porter	Guidance
Seth Going	Ag. Education	Melody Rempe	Art
Shane Haley	Ind. Arts	Melissa Schuster	Eng./S.S./Journal.
Ron Hershberger	Chemistry/Physics	Charles Syverson	PE/Weights
Lisa Jameson	Science	Allison White	Instru./Vocal Music
Cindy Mellott	Resource		

SECONDARY SUPPORT STAFF

Superintendent's Secretary	Kim Williams
Principal's Secretary	Stacey Shroyer
AD/Office Aide	Donna Miller
Library Aide	Cindy Thornton
Resource Aide	Crystal Sporing
Resource Aide	Margaret Brittenham
Resource Aide	Bev Czirr
Speech\Language	Mackenzie Trumble
School Nurse	Megan McMeen

SENIOR CLASS

Pres..... Trisha Hayes
V. Pres Kalynn Myer
Secretary.....Lacey Langer
Treasurer..... Emma Schnakenberg
Stuco Rep..... Jae Freeman,
..... Damien Ortega-Hawes

Sponsors Kelly Mumm
Melissa Schuster

JUNIOR CLASS

Pres..... Sierra Blackburn
V. Pres Jedd Whitmore
Secretary.....Morgan Theis
Treasurer..... Conner Blackstone
Stuco Reps.....Raven Page,
..... Jetta Sunday, A.J. Leibel

Sponsors Kelsea Blevins
Sara Fuller

SOPHOMORE CLASS

Pres.....Emma Henderson
V. Pres Clayton Morris
Secretary..... Sherice Frasier
Treasurer..... Seth Schnakenberg
Stuco Rep..... Cailey Hanson, Kya Hodges
.....Shayla Meyer

Sponsors Shane Haley
Shellie Mueller

FRESHMAN CLASS

Pres..... Jacob Meyer
V. Pres Neah McMeen
Secretary..... Atlee Kobza
Treasurer..... Haley Blackstone
Stuco Reps..... Brooklynn Grabast,
..... Kaylee Mohler, Tanner Theis

Sponsors Chrissy Ehlers
Lisa Jameson

ART CLUB

Leadership Team Darian Brenneman,
..... Kaiya Crouch, Jae Freeman,
.....Lacey Langer, Kiki Mikkelsen,
..... Cody Mohler, Jayden Simmons,
.....Jake Weber

Sponsor.....Melody Rempe

FFA

Pres Noelle McMeen
V. Pres Cassidy Frey
Secretary.....Trisha Hayes
Treasurer Brenden Jensen
Reporter Kalynn Meyer
Sentinel Jedd Whitmore
Parliamentarian Emma Schnakenberg
Stuco Rep Lacey Langer

Sponsor.....Seth Going

FBLA

Pres Sierra Blackburn
V. Pres Cassidy Frey
Secretary.....Morgan Theis
Treasurer/Reporter..... Tia Hunter

Sponsor..... Sara Fuller

STUDENT COUNCIL

Pres. Braden Frasier
V. Presidents..... Payton Frahm,
Madilyn Humphries, Lacey Langer, Jedd Whitmore

Sponsors.....Melissa Schuster
Melody Rempe

DRILL TEAM/YELL SQUAD

Cailey Hanson, Darian Brenneman,
Brooklynn Grabast, Jetta Sunday, Lacey Langer,
Haley Blackstone, Neah McMeen, Noelle McMeen,
Payton Frahm, Zoie Cornell

Sponsor.....Steph Corman

SUPERIOR PUBLIC SCHOOLS
2019 - 20 SCHOOL CALENDAR

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

1-12 New Student Registration
12 Fall Sports Practice Begins for FB, VB and CC
8 Staff In-service
9 Staff In-service
12 Staff In-service
13 First Day of School

September

2 Labor Day – No School
11 Early Out In-service
19 P-T Conferences 1:30-4:30/5-8 PM
20 No School

October

9 Early Out In-service
11 End of 1st quarter (42 days)

November

13 Early Out In-service
18 Winter Sports Practice Begins
27-29 Thanksgiving Vacation – No School

December

11 Early Out In-service
19 & 20 Semester Exams
20 Dismissal @ 2:30
End of 2nd quarter (47 days)
End of 1st Semester (89 days)
22-26 NSAA 5 Day No Activities
21-31 Christmas Vacation – No School

January

1-2 Christmas Vacation – No School
3 Staff In-service - Workday
6 School Resumes
30 P-T Conferences 1:30-4:30/5-8 PM
31 No School

February

12 Early Out In-service

March

2 Start of Spring Practice
5-10 Spring Break – No School
13 End of 3rd quarter (45 days)
18 Early Out In-service

April

8 Early Out In-service
10-13 No School – Easter Break

May

9 Commencement @ 2:00 P.M.
18 & 19 Semester Exams
19 Last Day of School
End of 4th quarter (45 days)
End of 2nd Semester (90 days)
Early Dismissal @ 2:30
20 Staff In-service - Workday

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Per. 1	8:05 – 8:52	Monday – Thursday Schedule		
Per. 2	8:55 – 9:42		1 st Lunch Elem. K-4	11:00 – 11:30
Per. 3	9:45 – 10:32		2 nd Lunch Class Time	12:21-1:08
Per. 4	10:35 – 11:22		2 nd Lunch Grades 5-8	11:48-12:18
P.A.W.S.	11:25 – 11:45		3 rd Lunch Class Time	11:48-12:35
Per. 5	11:48 – 1:08		3 rd Lunch Grades 9-12	12:38-1:08
Per. 6	1:11 – 1:58			
Per. 7	2:01 – 2:48			
Per. 8	2:51 – 3:38			

Friday Schedule		1 st Lunch Elem. K-4 11:00 – 11:30 2 nd Lunch Class Time 12:10-12:53 2 nd Lunch Grades 5-8 11:40-12:10 3 rd Lunch Class Time 11:40-12:23 3 rd Lunch Grades 9-12 12:23-12:53 Please note that periods 5 and 6 are flipped on the Friday schedule and that periods 5 and 4 are flipped on the late start schedule.	Late Start Schedule	
Per. 1	8:05 – 8:48		Per. 1	10:00 – 10:33
Per. 2	8:48 – 9:31		Per. 2	10:33 – 11:06
Per. 3	9:31 – 10:14		Per. 3	11:06 – 11:40
Per. 4	10:14 – 10:57		Per. 5	11:40 – 12:50
Per. 6	10:57 – 11:40		Per. 4	12:50 – 1:30
Per. 5	11:40 – 12:53		Per. 6	1:30 – 2:10
Per. 7	12:53 – 1:26		Per. 7	2:10 – 2:50
Per. 8	1:26 – 2:09		Per. 8	2:50 – 3:30
P.A.W.S.	2:09 – 2:30			

Per. 1	8:05 – 8:41	Early Out Schedule		
Per. 2	8:41 – 9:17		1 st Lunch Elem. K-4	11:00 – 11:30
Per. 3	9:17 – 9:53		2 nd Lunch Class Time	12:10 – 12:45
Per. 4	9:53 – 10:29		2 nd Lunch Grades 5-8	11:40 – 12:10
Per. 6	10:29 – 11:05		3 rd Lunch Class Time	11:40 – 12:15
Per. 7	11:05 – 11:40		3 rd Lunch Grades 9-12	12:15 – 12:45
Per. 5	11:40 – 12:45			
Per. 8	12:45 – 1:15			

STUDENT GUIDELINES HANDBOOK

The Superior Jr.-Sr. High School Student Guidelines Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**Parents (or guardians) and students are requested to sign
& return the receipt form below before August 23, 2019.**

PARENT/STUDENT AGREEMENT

I have received and read the Student Guidelines Handbook that describes the Superior Jr.-Sr. High Schools discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Superior Public Schools. My child and I have discussed and understand the content of these policies.

_____ Student's Signature	_____ Date	_____ Parent/Guardian's Signature	_____ Date
_____ Social Security Number		_____ Student Cell Phone Number	
_____ Parent's Email Address		_____ Parent's Email Address	
_____ Parent's Password for Online Access		_____ Parent's Cell Phone Number	

☐ Please check this box if you wish to be notified via text/email/phone by Superior Public Schools automated phone system about school closures, delays or other pertinent school information. Please make sure you have provided your email address, cell phone number and/or your home phone number for notification.

EMERGENCY INFORMATION:

_____ Student's Name	_____ Parent/Guardian's Name(s)
_____ Mailing Address	_____ Home Phone
_____ Father's Employer	_____ Business Phone
_____ Mother's Employer	_____ Business Phone
_____ Other Person Who May Be Contacted in Case of Emergency	_____ Phone
_____ Choice of Doctor	_____ Phone

Superior Public Schools District and Personal Technology Usage Agreement

Privileges – The use of the Superior Public Schools computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violations of the Technology Usage Agreement will result in consequences which could include loss of computer privileges, detention, STOPiT class, in school and/or out of school suspension.

Account Information – Email is not guaranteed to be private. Network storage areas will be treated as school property and may be reviewed by District personnel. Students must notify Superior Public School of any changes in Internet account information.

Personal Electronic Device Policy

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.

Definitions

1. “Electronic communication devices” (ECDs) include, but are not limited to, cell phones, iPads, iPods, tablets, compact disc players, portable game consoles, cameras, digital scanners, laptop 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 contains sexual information.
3. “Cyber bullying” means bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Possession and Use of Electronic Devices

1. Students 7-12 are allowed to use their electronic communication device until the 8:15 a.m. bell rings. Then they should be **turned off** and placed in the teacher’s storage pocket or the area assigned by the classroom teacher. Electronic communication devices (ECDs) are not allowed in the restroom or locker rooms. Classroom use for educational purposes of ECDs is up to the teacher’s discretion.
2. All students who are ineligible or who have not made up detentions or after school sessions with a teacher should turn their ECD into the office by 8:15 a.m. They should turn their ECD off and then place it in the designated pocket. If you are tardy to school your phone should be turned into the office.
3. Students in grades 9-12 are allowed to use their ECDs at lunch, unless they are ineligible according to the Down List. Students in grades 7-8 are not allowed to use their ECDs at lunch at anytime. Students in grades 7-8 should take their ECDs to lunch and leave them face down on the table. If you would like to make a phone call during lunch you must do so in the office.

Responsibility for Electronic Devices

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.

**Superior Public Schools
District and Personal Technology Usage Agreement**

I have received and read the Superior Public Schools Technology Usage Agreement that describes Superior Public Schools internet/computer use policies, regulations, rules, and expectations to be followed by students enrolled in Superior Public Schools. My child and I have discussed and understand the content of these policies

I agree to abide to all rules and regulations of system usage as my be further added from time to time by the administrator of the Network/Internet System and the Superior Public Schools system.

Student's Signature

Date

As a parent/guardian, I understand I am responsible for the actions of my child.

Parent/Guardian's Signature

Date







SUPERIOR SCHOOLS
BOARD OF EDUCATION
SUPERINTENDENT EVALUATION TOOL

NAME OF SUPERINTENDENT: _____

NAME OF EVALUATOR: _____

DATE: _____

TIME COVERED FOR THIS EVALUATION:

Each Board member shall complete the evaluation individually and a total Board Composite will be made with the information provided from each Board member. The Board President will then review the composite information and comments with the Superintendent upon a review and finalization of the composite evaluation by the full Board. Issues addressed in the evaluation should be limited to the time period covered for the evaluation period. During the process of establishing a composite, the Board may discuss items with the Superintendent whenever questions about certain items emerge.

First year Superintendents are to be evaluated once each semester and thereafter once a year as the minimum. The formal evaluation of the Superintendent will be completed in December with the second evaluation in June.

Each Board member shall rate the Superintendent in each specific category by marking in the Satisfactory or Unsatisfactory box. When giving an Unsatisfactory, the Board member must list specific criteria to support such a rank, so that the Board can discuss this specific item with the Superintendent.

[illegible][illegible]

IMPROVEMENT OF PERFORMANCE INDICATORS	DESIRED IMPROVEMENT MADE	SOME IMPROVEMENT MADE	NO IMPROVEMENT MADE
1)			
2)			
3)			
COMMENTS:			

SUPERINTENDENT ANNUAL GOALS

GOAL 1:Develop a Professional Learning Community	
☐	MET
☐	NOT MET
Define Curriculum with staff K-12 by utilizing either CLI or ESU #9	
Work on Social-Emotional aspects as well	
Have Science Pilot ready for fall of 2019	

GOAL 2: Learn the Nebraska Finance system and system of rules and regulations	
☐	MET
☐	NOT MET

☐	MET
☐	NOT MET