



KIMBALL PUBLIC SCHOOLS

Administration Offices
901 South Nadine Street
Kimball, NE 69145

AGENDA

The following is the agenda for the meeting of the Board of Education to be held on Monday, June 8, 2020, at 6:30 PM in the Zoom Location - June, Join Zoom Meeting <https://zoom.us/j/99723019085>, Meeting ID: 997 2301 9085, Find your local number: <https://zoom.us/u/adieZsw0>, ** **

1. Pledge of Allegiance
2. Call meeting to order (Open Meeting Law announcement)
https://nitc.nebraska.gov/documents/statutes/NebraskaOpenMeetingsAct_current.pdf
3. "The Mission of Kimball Public Schools is to educate every student for a lifetime of success."
4. Roll Call
5. Excuse the Absence of Board Member
6. Approval of Agenda
7. Read and Approval of Minutes: May 11, 2020
8. Reading and Approval of Board Bills
9. Treasurer's Report
10. Board Reports
11. Administrator's Reports
12. Cabinet Member Report
13. Presentation:
14. Correspondence
15. Recognition of Visitors - Public Comment (Policy 202.05)
16. Action Items:
 - A. Discuss, consider and take all necessary action with regard to review, consideration and/or adoption of board policies:
 1. 1001.02 Parental Involvement Policy:
 1. Hold Public Hearing to discuss, consider and receive input on the Parental Involvement Policy. The public will be given the opportunity to present information and options on the Parental Involvement Policy
 2. Discuss, consider and take all necessary action with regard to altering or reaffirming the Parental Involvement Policy
 2. 501.06 Student Fee Policy:
 1. Hold Public Hearing to discuss, consider and receive input on the Student Fee Policy. The public will be given the opportunity to present information and opinions on the Student Fee Policy
 2. Discuss, consider and take all necessary action with regard to reaffirming the Student Fee Policy

3. Policies:
 - 501.07 Administration of Student Fees
 - 504.17 Anti-Bullying Policy
 - 602.01 Multi-Cultural Education Program
 - 603.11 Assessments: Academic Content Standards
- B. Discuss, consider and take all necessary action with regard to approval of 2020-2021 Fees
17. Discussion Items:
 - A. Handbooks: Electronic Draft Copies
 - B. Multi-Cultural Report
18. Next Meeting(s)/Opportunities:
 - A. Regular Board Meeting: Monday, July 13, 2020 at 6:30 p.m. in Room W5 at the Jr-Sr HS
 - B. Candidate Webinar: Monday, July 27, 2020 6:00 7:30 p.m. CT
19. Motion to Adjourn

NOTICES:

COPY OF OPEN MEETINGS ACT: The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the south wall of the meeting room.

KIMBALL PUBLIC SCHOOLS MISSION STATEMENT: “The Mission of Kimball Public Schools is to educate every student for a lifetime of success.”

NOTICE OF MEETING: Notice of the meeting was published according to Board Policy.

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:

Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward to the table situated immediately in front of the Board, sign your name and address on the sign-in sheet and state your name to the Board of Education.

Time Limit: You may speak only one time and must limit comments to 5 minutes or less. Public Forum will not exceed 30 minutes.

Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.

General Rules: Please remember this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

CLOSED SESSIONS: Kimball Public Schools Board of Education reserves the right to go into closed session in accordance with Nebraska Statute 84-1410.

BY: KIMBALL PUBLIC SCHOOLS

A meeting of the Board of Education of Kimball Public Schools was convened in open and public session on Monday, May 11, 2020 at 6:30 PM in the Zoom Meeting, <https://zoom.us/j/91140484308>, Meeting ID: 911 4048 4308, *, * *.

A notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The secretary for the Board maintains a list of the news media, of the time and place of the meeting and the subject to be discussed at the meeting. Availability of the agenda was communicated in the publicized notice. All proceedings of the Board of Education except as may be hereinafter noted were taken while the convened meeting was open to the attendance of the public.

The Pledge of Allegiance was stated by all present.

The meeting was called to order by President Heather Norberg at 6:30 p.m. At the beginning of this meeting the President announced and informed the public that a current link to the Open Meetings Act is posted on the agenda of the meeting and at the top of our Kimball Public Schools Meetings page. President Norberg read the mission statement of Kimball Public Schools.

The roll was called and the following Board members were present or absent.

Present: Travis Cook, Clint Cornils, Heather Norberg, Matthew Shoup, Carrie Tabor, Lynn Vogel.

Motion was made by Lynn Vogel, seconded by Carrie Tabor to approve the agenda. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye
Clint Cornils: Aye
Heather Norberg: Aye
Matthew Shoup: Aye
Carrie Tabor: Aye
Lynn Vogel: Aye

Motion was made by Lynn Vogel, seconded by Matthew Shoup to approve the minutes from April 20, 2020. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye
Clint Cornils: Aye
Heather Norberg: Aye
Matthew Shoup: Aye
Carrie Tabor: Aye
Lynn Vogel: Aye

Motion was made by Lynn Vogel, seconded by Clint Cornils to approve the current bills. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye
Clint Cornils: Aye
Heather Norberg: Aye
Matthew Shoup: Aye
Carrie Tabor: Aye
Lynn Vogel: Aye

Motion was made by Carrie Tabor, seconded by Lynn Vogel to approve the Treasurer's Report. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye
Clint Cornils: Aye
Heather Norberg: Aye
Matthew Shoup: Aye
Carrie Tabor: Aye
Lynn Vogel: Aye

Mr. Matthew Shoup gave a report on roles of the board and responsibilities to the board.

The Board reviewed written reports of Mr. Hanks, Jr-Sr High School Principal and Mrs. Soper, Mary Lynch Elementary Principal.

Mr. Ken Smith gave a report on the 2019-2020 participation in activities and athletics.

Motion was made by Lynn Vogel, seconded by Carrie Tabor to approve Mrs. Jamie Soper for Mary Lynch Elementary Principal and Director of Special Services. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye
Clint Cornils: Aye
Heather Norberg: Aye
Matthew Shoup: Aye
Carrie Tabor: Aye
Lynn Vogel: Aye

Motion was made by Lynn Vogel, seconded by Clint Cornils to approve Server Replacement project. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye
Clint Cornils: Aye
Heather Norberg: Aye
Matthew Shoup: Aye

Carrie Tabor: Aye
Lynn Vogel: Aye

Motion was made by Lynn Vogel, seconded by Matthew Shoup to approve Board Policy 904.
After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye
Clint Cornils: Aye
Heather Norberg: Aye
Matthew Shoup: Aye
Carrie Tabor: Aye
Lynn Vogel: Aye

Motion was made by Lynn Vogel, seconded by Travis Cook to adjourn the meeting at 7:19pm.
After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye
Clint Cornils: Aye
Heather Norberg: Aye
Matthew Shoup: Aye
Carrie Tabor: Aye
Lynn Vogel: Aye

ATTEST:

HEATHER NORBERG
KIMBALL PUBLIC SCHOOLS
BOARD OF EDUCATION

MATT SHOUP
KIMBALL PUBLIC SCHOOLS
BOARD OF EDUCATION

**KIMBALL PUBLIC SCHOOLS
BOARD REPORT OF EXPENSES
JUNE 8, 2020**

CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
58984	AG PARTS EDUCATION	REPLACEMENT CHROMEBOOK SCREENS	110.85
58985	AWARD EMBLEM MFG. CO., INC	EOY STUDENT ACHEIVEMENT PINS	321.51
58986	BLACK HILLS ENERGY	UTILITIES	821.24
58987	BLACK HILLS ENERGY	UTILITIES	1,713.48
58988	BLACK HILLS ENERGY	UTILITIES	520.66
58989	CAPITAL BUSINESS SYSTEMS, INC.	COPIER SUPPLIES	1,242.46
58990	CENTURY LINK BUSINESS SERVICES	OUTBOUND VOIP SERVICE	274.74
58991	CITY OF KIMBALL	UTILITIES	6,365.53
58992	CROSSROADS MUSIC	REPAIR ON SELMER ALTO SAX	193.50
58993	CULLIGAN	SOFTENER RENTAL	69.95
58994	DAS STATE ACCOUNTING - CENTRAL FINANCE	REIMBURSIBLE DISTANCE LEARNING	229.32
58995	E & H CPAs AND MANAGEMENT CONSULTANTS PC	ACCOUNTING SERVICES-Forman Scholarship	680.00
58996	ESU #13	INTERNET;NEVA;DL;MIPS;ONTO COLLEGE;WRITING IEPS	4,829.33
58997	ESU #13	PSYCH;LL;OT;LOW VISION;MERIDIAN;SUPERVISION	22,222.14
58998	ESU COORDINATING COUNCIL	NOC TRAINING WORKSHOP REGISTRATION	20.00
58999	FRANK PARTS COMPANY	CRC DUSTER; CANNED AIR	90.87
59000	HERFF JONES, LLC	SCHOLASTIC LETTERS/NECKRIBBONS	22.45
59001	HOMETOWN HARDWARE	CUSTODIAL; MAINTENANCE; GROUNDS SUPPLIES	359.63
59002	IDEAL/BLUFFS FACILITY SOLUTIONS	CUSTODIAL SUPPLIES	1,044.89
59003	INSTRUCTURE	CANVAS LMS RENEWAL	1,531.20
59004	IXL LEARNING	IXL SUBSCRIPTION - YEARLY	4,125.00
59005	JJPRATT ENTERPRISES LLC	SCREEN & REFINISH PRACTICE GYM FLOOR	1,572.48
59006	JOSTENS	VAL/SAL NECK MEDALS	42.29
59007	KIMBALL HEALTH SERVICES	PHYSICAL THERAPY SERVICES	404.66
59008	LARSENS JEWELRY STORE	EOY STUDENT AWARDS/TROPHIES ENGRAVING	134.07
59009	LEWIS, CHRISTINE	POSTAGE REIMBURSEMENT/COVID19 Learning	8.60
59010	NORTHWEST PARKWAY LLC	MARZANO TRAINING TOLL	5.75
59011	PERRY, GUTHERY, HAASE & GESSFO	LEGAL SERVICES	225.00
59012	PYRAMID SCHOOL PRODUCTS	COOP - FLOOR MATS	87.48
59013	ROCKET MATH	ROCKET MATH - NUMBER FLUENCY	150.00
59014	S & S WORLDWIDE	COOP-CLASSROOM SUPPLY	17.78
59015	SANDBERG IMPLEMENT	WEED EATER	409.00
59016	SHIFFLER EQUIPMENT SALES, INC	CHAIR GLIDES	118.88
59017	STATE CHEMICAL MFG CO	DRAIN CLEANER	293.65
59018	STERLING COMPUTERS CORP	FORTICLIENT EMS; ANTI-VIRUS & FILTER	1,695.85
59019	TEACHING STRATEGIES, LLC	CREATIVE CURRICULUM	4,273.10
59020	TROXELL COMMUNICATIONS, INC	TV MONITORS	187.00
59021	VERIZON WIRELESS	CELL PHONE SERVICE	162.66
59022	VOYAGER FLEET SYSTEMS, INC.	FUEL	185.61
59023	WESTERN NEBRASKA OBSERVER	ADVERTISING	1,670.25
59024	WINSOR LEARNING	SONDAY 2 WORD BOOK	77.00

GENERAL FUND SUBTOTAL 58,509.86

**KIMBALL PUBLIC SCHOOLS
BOARD REPORT OF EXPENSES
JUNE 8, 2020**

CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
PREPAIDS			
58975	UNITED STATE POSTAL SERVICE	ROLL OF STAMPS/SHEET OF DOLLAR STAMPS	65.00
58976	HINTON, REGINA	DRIVER'S ED REFUND - R HINTON	112.50
58977	HINTON, ROBERT	DRIVERES ED REFUND - R HINTON	112.50
58978	TABOR, CARRIE	DRIVERS ED REFUND- X THOMAS-LEWIS	225.00
58979	DOWNEY, ALICIA	DRIVERS ED REFUND-M WOOLINGTON	225.00
58980	WINSTROM, SHERRY	DRIVERS ED REFUND- JULIA WINSTROM	225.00
58981	CASIMIRO, MELANIE	DRIVERS ED REFUND- G CASIMIRO	225.00
58982	LOZOYA-FLORES, JOSE	DRIVERS ED REFUND- A LOZOYA-FLORES	225.00
58983	AMAZON.COM	OFFICE CHAIR	1,227.82
58983	DAIRY QUEEN	ICE CREAM CONES FOR ML	175.00
58983	UNITED STATE POSTAL SERVICE	POSTAGE- FOR MAILINGS G/R	5.30
PREPAIDS SUBTOTAL			2,823.12
GRAND TOTAL			<u>61,332.98</u>



KIMBALL PUBLIC SCHOOLS

Administration Offices
901 S. Nadine Street
Kimball, NE 69145

Dr. Elizabeth Owens, Superintendent

(308) 235-2188

Harold M. Farrar, Business Manager

Fax (308) 235-3269

Kristy Hanks, Accounts Payable/Administrative Assistant

JUNE 8, 2020

TREASURER'S REPORT is as follows:

Amount received from the County Treasurer		308,024.45
Bank Balance	May 30	49,322.74
Savings Accts (Depr/Building/General)	May 30	2,577,697.14
Total Available Funds		2,935,044.33
Payroll Gross		329,226.45
Amount of Bills		61,332.98
Blue Cross/Blue Shield/HSA Pmt/UNUM Life		70,402.44
Nebraska School Retirement		32,197.50
Firstier Bank (FICA)		24,379.23
Total amount of Expenses		517,538.60
Balance Remaining after Expenses		2,417,505.73

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
01	GENERAL FUND								
01 1100	PROPERTY TAXES	0.00	3,001,281.74	5,868,977.73	51.14	1,759,009.20	4,931,289.34	5,791,209.62	85.15
01 1115	CARLINE TAXES	0.00	4,686.29	35,000.00	13.39	29,173.25	38,430.18	35,000.00	109.80
01 1125	MOTOR VEHICLE TAXES	0.00	131,996.19	250,000.00	52.80	18,775.01	188,128.10	240,000.00	78.39
01 1140	PROP TAX PENALTIES & INTEREST	0.00	16,600.84	20,000.00	83.00	680.42	20,181.67	0.00	0.00
01 1311	DRIVER EDUCATION FEES	(1,350.00)	(1,350.00)	2,500.00	(54.00)	0.00	2,700.00	2,500.00	108.00
01 1510	INTEREST	0.00	2,976.10	7,500.00	39.68	739.03	5,514.38	12,000.00	45.95
01 1911	LOCAL LICENSE FEES AND COURT FINES	0.00	7,045.38	2,500.00	281.82	0.00	2,280.00	2,750.00	82.91
01 1921	POLICE COURT FINES	0.00	918.50	1,500.00	61.23	100.00	1,929.00	0.00	0.00
01 1951	MISC REVENUE OTHER SCHOOL DIST	0.00	6,850.00	0.00	0.00	0.00	13,525.00	0.00	0.00
01 1960	ABSORB UNUSED BUDGET AUTHORITY	0.00	0.00	322,014.41	0.00	0.00	0.00	0.00	0.00
01 1990	OTHER LOCAL REVENUE	0.00	305.90	1,000.00	30.59	0.00	826.63	5,000.00	16.53
01 2110	COUNTY FINES & LICENSE FEES	0.00	31,095.86	50,000.00	62.19	5,388.17	39,586.75	50,000.00	79.17
01 3110	STATE AID EDUCATION	0.00	22,770.00	45,540.00	50.00	4,209.00	37,881.00	42,094.00	89.99
01 3120	STATE AID - SPED	0.00	158,148.00	250,000.00	63.26	28,625.00	169,248.00	275,000.00	61.54
01 3125	SPED SCHOOL AGE TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3130	HOMESTEAD ALLOCATION	0.00	0.00	0.00	0.00	14,856.80	44,570.40	0.00	0.00
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	131,699.95	273,067.34	0.00	0.00
01 3132	PROP TAX CREDIT-RAILROADS/PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00	40,200.43	0.00	0.00
01 3133	NAMEPLATE CAPACITY TAX	0.00	0.00	0.00	0.00	30,720.60	30,720.60	0.00	0.00
01 3180	PRO RATA MOTOR VEHICLE	0.00	2,708.11	10,000.00	27.08	4,245.47	8,316.24	10,000.00	83.16
01 3400	STATE APPORTIONMENT	0.00	51,756.41	50,000.00	103.51	0.00	48,228.44	65,000.00	74.20
01 3512	DISTRICT ED INCENTIVE	0.00	5,071.14	4,564.00	111.11	0.00	6,469.29	5,000.00	129.39
01 3535	HIGH ABILITY LEARNERS	0.00	4,618.00	4,000.00	115.45	0.00	4,242.00	5,000.00	84.84
01 3990	OTHER STATE RECEIPTS	0.00	35.15	0.00	0.00	31.01	1,615.32	0.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
01 4310	REAP - US DEPT OF ED	0.00	42,805.00	40,000.00	107.01	0.00	42,101.67	40,000.00	105.25
01 4505	TITLE I	0.00	89,413.00	85,000.00	105.19	0.00	85,878.00	88,000.00	97.59
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	5,000.00	0.00	0.00	5,242.00	0.00	0.00
01 4509	TITLE II, PART A	0.00	18,263.00	15,000.00	121.75	0.00	15,523.00	15,000.00	103.49
01 4512	IDEA PART B BASE ALLOCATION	0.00	0.00	50,000.00	0.00	0.00	53,049.00	50,000.00	106.10
01 4516	IDEA BASE 3-5	0.00	5,805.00	5,000.00	116.10	0.00	5,752.00	5,000.00	115.04
01 4519	IDEA PART B	0.00	0.00	60,000.00	0.00	0.00	65,282.00	70,000.00	93.26
01 4521	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
01 4530	PBIS - OTHER FEDERAL REVENUES	0.00	0.00	20,000.00	0.00	0.00	5,950.00	25,000.00	23.80
01 4531	AFTERSCHOOL-TITLE IV, PART B	0.00	0.00	60,500.00	0.00	0.00	0.00	0.00	0.00
01 4708	MEDICAID RECEIPTS/M.I.P.S	0.00	6,846.93	490.00	1,397.33	0.00	0.00	2,000.00	0.00
01 4709	MECCA TECH MONIES	0.00	9,534.30	10,000.00	95.34	0.00	8,482.54	5,000.00	169.65
01 9000	Non Program Receipts	0.00	1,581.08	0.00	0.00	0.00	0.00	0.00	0.00
		(1,350.00)	3,621,761.92	7,277,586.14	49.77	2,028,252.91	6,196,210.32	6,847,053.62	90.49
01	GENERAL FUND	(1,350.00)	3,621,761.92	7,277,586.14	49.77	2,028,252.91	6,196,210.32	6,847,053.62	90.49
02	DEPRECIATION FUND								
02 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	1,343.66	5,000.00	26.87	409.15	3,733.09	6,000.00	62.22
02 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0.00
		0.00	1,343.66	205,000.00	0.66	409.15	3,733.09	206,000.00	1.81
02	DEPRECIATION FUND	0.00	1,343.66	205,000.00	0.66	409.15	3,733.09	206,000.00	1.81
06	SCHOOL NUTRITION								
06 1611	STUDENT LUNCHES	0.00	36,386.73	75,000.00	48.52	12,812.14	66,784.85	100,000.00	66.78
06 1612	STUDENT BREAKFASTS	0.00	4,191.95	8,000.00	52.40	621.70	8,542.90	0.00	0.00
06 1613	SPECIAL MILK PROGRAM	0.00	122.70	500.00	24.54	15.90	211.30	0.00	0.00
06 1620	FOOD PROGRAM ADULT RECEIPTS	0.00	21,623.30	35,000.00	61.78	2,615.95	36,739.15	10,000.00	367.39
06 1990	OTHER LOCAL RECEIPTS	0.00	0.00	1,000.00	0.00	0.00	0.00	5,000.00	0.00
06 3150	SCHOOL LUNCH-STATE SHARE	0.00	63,929.33	150,000.00	42.62	13,800.18	117,532.92	150,000.00	78.36
06 4210	SCHOOL LUNCH (FED ONLY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 5200	TRANSFERS FROM OTHER FUNDS	0.00	45,000.00	88,433.64	50.89	0.00	25,000.00	88,460.00	28.26
		0.00	171,254.01	357,933.64	47.85	29,865.87	254,811.12	353,460.00	72.09
06	SCHOOL NUTRITION	0.00	171,254.01	357,933.64	47.85	29,865.87	254,811.12	353,460.00	72.09

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
08	SPECIAL BUILDING FUND								
08 1100	PROPERTY TAXES	0.00	76,670.01	148,500.00	51.63	45,097.02	126,932.42	148,500.00	85.48
08 1115	CARLINE TAXES	0.00	120.17	900.00	13.35	748.06	987.67	900.00	109.74
08 1140	PROP TAXES PENALTIES & INTEREST	0.00	427.81	500.00	85.56	15.28	517.15	0.00	0.00
08 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	1,869.19	5,000.00	37.38	499.31	4,101.07	4,000.00	102.53
08 1920	CONTRIBUTIONS/DONATIONS PRIVATE	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00
08 3130	HOMESTEAD ALLOCATION	0.00	0.00	0.00	0.00	3.71	11.13	0.00	0.00
08 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	3,377.15	7,002.01	0.00	0.00
08 3132	PROP TAX CREDIT-RAILROADS/PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00	1,030.81	0.00	0.00
08 3133	NAMEPLATE CAPACITY TAX	0.00	0.00	0.00	0.00	787.74	787.74	0.00	0.00
08 3180	PRO-RATA MOTOR VEHICLE	0.00	69.44	250.00	27.78	108.87	214.24	250.00	85.70
		0.00	81,656.62	155,150.00	52.63	50,637.14	141,584.24	153,650.00	92.15
08	SPECIAL BUILDING FUND	0.00	81,656.62	155,150.00	52.63	50,637.14	141,584.24	153,650.00	92.15
Grand Total:		(1,350.00)	3,876,016.21	7,995,669.78	48.48	2,109,165.07	6,596,338.77	7,560,163.62	87.25

BOARD BUDGET REPORT OF EXPENSES

Object #	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget	
01	GENERAL FUND								
000	AMT ABSORB UNUSED BUDGET AUTH	0.00	0.00	1,676,535.72	0.00	0.00	0.00	1,134,012.82	0.00
105	EXECUTIVE ADMINISTRATION SALARIES	11,666.67	105,000.03	156,000.00	67.31	11,666.67	105,000.03	156,000.00	67.31
110	SALARIES NON-INSTRUCTIONAL	31,636.26	322,918.07	438,000.00	73.73	37,985.50	315,324.81	472,500.00	66.74
111	SALARIES TEACHERS/PROF STAFF	207,852.21	1,878,141.05	2,542,570.00	73.87	246,546.33	2,241,935.61	3,047,300.00	73.57
112	SALARIES PARAS	25,640.16	228,771.41	321,335.00	71.19	34,768.50	245,685.37	231,000.00	106.36
114	SALARIES DIRECTOR	1,918.75	18,598.75	18,250.00	101.91	0.00	0.00	0.00	0.00
116	SALARIES PROFESSIONAL NON-CERTIFIED	9,622.71	122,753.43	172,500.00	71.16	14,754.25	124,788.25	109,000.00	114.48
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	93.00	0.00	0.00	0.00	0.00	0.00	0.00
122	SUBSTITUTES PARAS	0.00	0.00	0.00	0.00	0.00	2.10	0.00	0.00
123	SUBSTITUTES SALARIES - TEACHERS	0.00	30,938.28	61,000.00	50.72	10,500.00	52,660.42	59,000.00	89.25
126	SUBSTITUTES SALARIES - PROFESSIONAL	0.00	0.00	1,500.00	0.00	0.00	1,285.00	0.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	89.70	2,305.17	3,500.00	65.86	155.43	1,949.08	0.00	0.00
132	OVERTIME PARAS	0.00	1,405.25	0.00	0.00	0.00	56.03	0.00	0.00
150	ADDITIONAL COMP NON-INSTRUCTIONAL	3,044.63	12,457.67	15,000.00	83.05	3,191.50	11,008.44	0.00	0.00
151	ADDITIONAL COMP TEACHERS/PROF STAFF	28,227.73	123,251.57	155,000.00	79.52	35,495.20	134,016.98	170,000.00	78.83
152	ADDITIONAL COMP PARAS	194.15	1,747.35	5,000.00	34.95	421.20	3,800.80	0.00	0.00
210	GROUP INSURANCE NON-INSTRUCTIONAL	5,863.44	54,015.73	83,385.00	64.78	5,585.21	49,596.94	55,500.00	89.36
211	GROUP INSURANCE TEACHERS/PROF STAFF	57,156.37	493,970.93	741,300.00	66.64	61,152.08	558,200.36	838,200.00	66.60
212	GROUP INSURANCE PARAS	41.48	1,423.65	485.00	293.54	47.25	426.65	0.00	0.00
214	GROUP INSURANCE DIRECTOR	0.00	2.90	0.00	0.00	0.00	0.00	0.00	0.00
215	GROUP INSURANCE SUPERINTENDENT	2.90	26.10	35.00	74.57	2.90	26.10	0.00	0.00
216	GROUP INSURANCE PROFESSIONAL NONCERTIFIE	4,087.27	36,785.43	52,100.00	70.61	3,891.18	33,360.54	0.00	0.00
220	SOCIAL SECURITY NON-INSTRUCTIONAL	2,450.24	24,045.92	34,704.50	69.29	3,015.72	23,826.09	23,726.75	100.42
221	SOCIAL SECURITY TEACHERS/PROF STAFF	17,533.06	148,355.97	194,806.61	76.16	20,859.16	175,333.77	324,772.45	53.99
222	SOCIAL SECURITY PARAS	1,896.90	16,706.37	24,582.12	67.96	2,624.66	18,167.43	0.00	0.00
223	SOCIAL SECURITY SUB TEACHERS	0.00	2,366.86	4,666.50	50.72	803.27	4,028.71	0.00	0.00
224	SOCIAL SECURITY DIRECTOR	146.78	1,422.84	1,396.13	101.91	0.00	0.00	0.00	0.00
225	SOCIAL SECURITY SUPERINTENDENT	886.94	7,258.34	11,934.00	60.82	892.50	8,032.50	0.00	0.00
226	SOCIAL SECURITY PROFESSIONAL/NONCERTIFIE	712.47	9,182.69	13,196.25	69.59	1,073.39	8,898.16	0.00	0.00
229	SOCIAL SECURITY EARLY RETIREMENT	0.00	4,590.00	0.00	0.00	0.00	0.00	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	3,434.58	32,278.39	43,314.77	74.52	3,806.19	31,178.20	30,621.79	101.82
231	RETIREMENT TEACHERS/PROF STAFF	23,319.51	197,316.54	250,018.31	78.92	27,859.48	234,941.08	364,829.02	64.40
232	RETIREMENT PARAS	2,463.19	22,421.63	31,049.38	72.21	3,521.41	24,605.20	0.00	0.00
234	RETIREMENT DIRECTOR	0.00	0.00	1,802.70	0.00	0.00	0.00	0.00	0.00
235	RETIREMENT SUPERINTENDENT	1,152.41	10,371.69	15,409.37	67.31	1,152.41	10,371.69	0.00	0.00
236	RETIREMENT PROFESSIONAL NONCERTIFIED	950.52	12,125.40	17,039.20	71.16	1,457.40	11,950.76	0.00	0.00
237	INCREASED RETIREMENT CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
239	EARLY RETIREMENT	0.00	60,000.00	60,000.00	100.00	0.00	0.00	0.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	10,161.00	11,000.00	92.37	0.00	9,901.00	11,000.00	90.01
271	WORKMEN'S COMP TEACHERS/PROF STAFF	0.00	11,764.00	16,000.00	73.53	0.00	12,897.00	16,000.00	80.61
280	HEALTH BENEFIT PAID NON-INSTRUCTIONAL	299.85	2,205.94	2,400.00	91.91	190.02	1,710.18	0.00	0.00
281	HEALTH BENEFIT PAID TEACHERS/PROF STAFF	2,443.81	20,042.35	38,500.00	52.06	3,375.36	25,732.12	0.00	0.00
286	HEALTH BENEFIT PAID PROF NON-CERTIFIED	94.95	847.51	1,200.00	70.63	90.26	812.34	0.00	0.00
291	OTHER BENEFITS TEACHERS/PROF STAFF	0.00	7,464.24	10,000.00	74.64	0.00	0.00	2,000.00	0.00
293	OTHER BENEFITS SUBSTITUTES	0.00	562.15	1,000.00	56.22	0.00	0.00	0.00	0.00
315	AUDIT	0.00	16,324.76	22,000.00	74.20	0.00	14,500.99	20,500.00	70.74
317	LEGAL SERVICES	64.00	21,753.04	20,000.00	108.77	4,200.98	10,590.93	20,000.00	52.95
320	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	1,400.00	0.00	0.00
330	EMPLOYEE TRAINING/PROF DEVELOPMENT	0.00	14,041.58	11,300.00	129.97	(3,655.00)	4,688.00	9,000.00	52.09
332	MILEAGE TO PARENTS	0.00	996.87	6,000.00	16.61	404.99	1,462.69	5,000.00	29.25
340	OTHER PROFESSIONAL SERVICES	1,867.96	53,153.46	31,750.00	197.69	4,739.38	50,203.73	23,700.00	211.83
382	REIMBURSIBLE DISTANCE LEARNING	529.32	2,513.88	6,000.00	41.90	229.49	2,815.41	7,000.00	40.22
410	WATER AND SEWER	1,348.82	16,685.63	26,000.00	64.18	1,376.13	15,984.96	25,000.00	63.94
430	REPAIRS & MAINTENANCE	0.00	21,939.72	50,000.00	44.38	4,312.02	33,116.34	56,000.00	59.14
441	RENTALS OR LEASES	1,238.58	66,291.12	76,500.00	155.28	1,671.96	15,248.93	30,000.00	50.83
490	ASBESTOS ABATEMENT	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00

BOARD BUDGET REPORT OF EXPENSES

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
520	INSURANCE OTHER THAN EMPLOYEE BENEFITS	0.00	59,317.00	65,000.00	91.26	0.00	56,731.00	65,000.00	87.28
521	FIDELITY BOND PREMIUMS	0.00	250.00	250.00	100.00	250.00	250.00	250.00	100.00
530	TELEPHONE	2,957.01	19,889.18	36,000.00	55.25	2,623.87	26,122.02	35,000.00	74.63
531	POSTAGE	70.30	2,059.55	5,000.00	42.49	135.26	3,192.23	5,000.00	63.84
540	ADVERTISING AND PRINTING	0.00	2,801.67	6,000.00	46.69	67.78	3,043.11	5,000.00	60.86
561	TUITION PAID TO OTHER DISTRICTS	9,463.40	67,615.52	47,600.00	142.05	2,618.00	34,245.82	45,500.00	75.27
569	TUITION OTHER (OUT OF STATE)	0.00	570.00	10,000.00	5.70	285.00	388.00	15,000.00	2.59
580	TRAVEL EXPENSE AND MILEAGE	6.70	19,851.80	49,150.00	43.34	1,997.62	18,513.70	45,100.00	41.05
591	ESU - MIPS CLERICAL	14,927.10	139,161.13	217,600.00	63.95	15,677.91	144,994.12	153,500.00	94.46
610	SUPPLIES	6,927.36	54,029.60	105,950.00	68.28	6,873.70	61,978.51	94,750.00	65.41
621	NATURAL GAS	5,714.78	46,736.24	72,000.00	64.91	6,296.95	58,622.73	65,000.00	90.19
622	ELECTRICITY	7,238.14	79,573.73	135,000.00	58.94	9,512.74	91,086.90	135,000.00	67.47
626	GAS AND OIL	1,657.21	30,040.34	46,000.00	65.31	2,636.59	30,250.87	40,000.00	75.63
640	TEXTBOOKS	0.00	55,708.74	88,050.00	73.62	(2,802.99)	87,153.39	74,700.00	116.67
642	AUDIO-VISUAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
650	SUPPLIES-TECHNOLOGY RELATED	6,769.00	11,599.16	28,300.00	50.76	8,202.00	13,501.05	17,100.00	78.95
720	BUILDINGS AND IMPROVEMENTS	2,067.70	18,186.70	20,000.00	121.14	189.08	6,680.84	11,000.00	60.73
732	VEHICLE ACQUISITION	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00
733	FURNITURE AND EQUIPMENT	1,115.14	18,686.95	98,300.00	29.69	3,140.26	13,388.41	90,650.00	14.77
734	COMPUTER EQUIPMENT (HARDWARE)	0.00	7,339.47	5,000.00	400.38	2,477.85	5,144.38	6,400.00	80.38
735	COMPUTER SOFTWARE	3,000.00	15,505.75	21,500.00	89.66	0.00	8,532.61	20,500.00	41.62
805	DEBT SERVICE (CLEAN HARBORS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
807	REVALUATION OF TAXABLE PROPERTY	0.00	0.00	0.00	0.00	0.00	14,283.84	20,000.00	71.42
810	DUES AND FEES	1,200.00	10,960.00	16,250.00	69.29	1,435.00	8,134.55	14,200.00	57.29
890	OTHER MISC OBJECTS	4,544.14	21,829.65	64,300.00	36.55	4,774.11	33,098.09	74,200.00	44.61
912	TRANSFERS TO LUNCH FROM GEN FD	0.00	45,000.00	90,000.00	50.00	0.00	25,000.00	88,460.00	28.26
913	TRANSFERS TO ACTIVITY ACCOUNTS	0.00	0.00	75,000.00	0.00	0.00	0.00	60,000.00	0.00
915	OTHER TRANSFERS (DEPR FUND)	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00
01	GENERAL FUND	517,536.30	4,976,507.84	8,980,315.56	56.87	616,555.11	5,375,857.89	8,622,972.83	62.34
02	DEPRECIATION FUND								
450	CONSTRUCTION SERVICES	0.00	11,545.14	508,785.55	2.27	0.00	7,893.00	619,750.46	1.27
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
733	FURNITURE AND EQUIPMENT	0.00	53,731.18	205,000.00	31.99	0.00	125,391.56	200,000.00	62.70
02	DEPRECIATION FUND	0.00	65,276.32	713,785.55	11.92	0.00	133,284.56	819,750.46	16.26
06	SCHOOL NUTRITION								
110	SALARIES NON-INSTRUCTIONAL	8,833.30	78,858.30	121,000.00	65.17	10,595.85	82,881.15	111,000.00	74.67
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	0.00	1,500.00	0.00	180.47	1,228.25	0.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	0.00	32.25	0.00	0.00	0.00	50.64	0.00	0.00
210	GROUP INSURANCE NON-INSTRUCTIONAL	680.10	6,115.15	8,225.00	74.35	651.10	5,859.90	0.00	0.00
211	GROUP INSURANCE TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00
220	SOCIAL SECURITY NON-INSTRUCTIONAL	675.75	5,982.90	9,256.50	64.63	799.65	6,215.56	0.00	0.00
221	SOCIAL SECURITY TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	8,493.50	0.00
230	RETIREMENT NON-INSTRUCTIONAL	798.84	7,148.38	11,952.15	59.81	956.36	7,599.95	0.00	0.00
231	RETIREMENT TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	10,964.50	0.00
261	UNEMPLOYMENT TEACHER/PROF STAFF	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	3,821.00	4,000.00	95.53	0.00	3,717.00	4,000.00	92.93
340	OTHER PROFESSIONAL SERVICES	0.00	178.14	10,000.00	1.78	0.00	0.00	10,000.00	0.00
610	SUPPLIES	839.36	7,766.76	11,000.00	70.61	1,118.93	7,222.76	10,000.00	72.23
630	FOOD	7,956.78	141,995.90	170,000.00	83.59	16,215.26	144,418.16	180,000.00	80.23
733	FURNITURE AND EQUIPMENT	0.00	347.62	5,000.00	11.92	0.00	306.92	5,000.00	6.14
890	OTHER MISC OBJECTS	0.00	81,891.53	1,000.00	8,189.15	21.55	423.45	1,000.00	42.35
06	SCHOOL NUTRITION	19,784.13	334,137.93	357,933.65	93.45	30,539.17	259,923.74	353,458.00	73.54
08	SPECIAL BUILDING FUND								
720	BUILDINGS AND IMPROVEMENTS	0.00	257,617.91	550,231.47	46.82	0.00	92,788.00	728,836.30	12.73
733	FURNITURE AND EQUIPMENT	0.00	5,649.54	0.00	0.00	0.00	0.00	0.00	0.00
08	SPECIAL BUILDING FUND	0.00	263,267.45	550,231.47	47.85	0.00	92,788.00	728,836.30	12.73
Grand Total:		537,320.43	5,639,189.54	10,602,266.23	54.61	647,094.28	5,861,854.19	10,525,017.59	55.69

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0100	ATHLETIC FUND	54.92	9,180.46	1,302.06	0.00	(7,823.48)
05 704 0101	ACTIVITY TICKETS	0.00	0.00	1,650.00	0.00	1,650.00
05 704 0107	WT ROOM SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00
05 704 0109	UNIFORMS	0.00	530.90	0.00	0.00	(530.90)
05 704 0110	FB GATE RECEIPTS	0.00	0.00	2,716.00	0.00	2,716.00
05 704 0111	FB OFFICIALS	0.00	2,275.68	0.00	0.00	(2,275.68)
05 704 0112	FB TRAVEL	0.00	258.00	0.00	0.00	(258.00)
05 704 0113	FB SUPPLIES/EQUIP/MISC	0.00	4,330.43	0.00	0.00	(4,330.43)
05 704 0120	VB GATE RECEIPTS	0.00	0.00	2,624.00	0.00	2,624.00
05 704 0121	VB OFFICIALS	0.00	2,183.00	0.00	0.00	(2,183.00)
05 704 0122	VB TRAVEL	0.00	51.96	0.00	0.00	(51.96)
05 704 0123	VB SUPPLIES/EQUIP/MISC	0.00	485.00	0.00	0.00	(485.00)
05 704 0130	XC ENTRY FEES	0.00	230.00	600.00	0.00	370.00
05 704 0137	CHEERLEADING TRAVEL	0.00	1,103.80	10.00	0.00	(1,093.80)
05 704 0138	CHEERLEADING SUPPLIES/EQUIP/MISC	0.00	1,318.55	0.00	0.00	(1,318.55)
05 704 0140	BBB/GBB GATE RECEIPTS	0.00	482.00	5,692.10	0.00	5,210.10
05 704 0141	BBB/GBB OFFICIALS	0.00	6,019.00	0.00	0.00	(6,019.00)
05 704 0142	BBB TRAVEL	0.00	161.00	0.00	0.00	(161.00)
05 704 0143	BBB SUPPLIES/EQUIP/MISC	0.00	280.89	0.00	0.00	(280.89)
05 704 0147	GBB TRAVEL	0.00	161.00	0.00	0.00	(161.00)
05 704 0148	GBB SUPPLIES/EQUIP/MISC	0.00	1,035.04	0.00	0.00	(1,035.04)
05 704 0150	WR GATE RECEIPTS	0.00	0.00	176.00	0.00	176.00
05 704 0151	WR OFFICIALS	0.00	150.00	0.00	0.00	(150.00)
05 704 0152	WR TRAVEL	0.00	1,729.00	0.00	0.00	(1,729.00)
05 704 0153	WR SUPPLIES/EQUIP/MISC	0.00	1,773.04	0.00	0.00	(1,773.04)
05 704 0163	TR SUPPLIES/EQUIP/MISC	0.00	961.62	0.00	0.00	(961.62)
05 704 0173	BOYS GOLF SUPPLIES/EQUIP/MISC	0.00	894.28	0.00	0.00	(894.28)
05 704 0176	GIRLS GOLF ENTRY FEES	0.00	290.00	140.00	0.00	(150.00)
05 704 0177	GIRLS GOLF TRAVEL	0.00	676.00	0.00	0.00	(676.00)
05 704 0178	GIRLS GOLF SUPPLIES/EQUIP/MISC	0.00	661.50	0.00	0.00	(661.50)
05 704 0180	JH FOOTBALL	0.00	860.00	613.00	0.00	(247.00)
05 704 0181	JH VOLLEYBALL	0.00	210.00	1,042.01	0.00	832.01
05 704 0182	JH BASKETBALL	0.00	600.00	1,027.25	0.00	427.25
05 704 0183	JH WRESTLING	0.00	1,161.75	1,085.00	0.00	(76.75)
05 704 0184	JH TRACK	0.00	392.14	0.00	0.00	(392.14)
05 704 0198	RANDOM DRUG TESTING	0.00	1,904.64	0.00	0.00	(1,904.64)
05 704 0199	STATE/NATIONAL EXPENSES	0.00	5,203.00	0.00	0.00	(5,203.00)
05 704 0201	TRANSFER ACCOUNT	0.00	220.86	300.76	0.00	79.90

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0202	YEARBOOK	3,658.10	4,824.98	598.00	0.00	(568.88)
05 704 0203	VO AG PROJECT MATERIALS	109.51	(4.46)	0.00	0.00	113.97
05 704 0204	AG EQUIPMENT FUND	500.00	0.00	0.00	0.00	500.00
05 704 0205	FFA PLASMACAM FUND	3,838.33	0.00	0.00	0.00	3,838.33
05 704 0206	SPECIAL EDUCATION	38.61	0.00	0.00	0.00	38.61
05 704 0207	JR CLASS CONCESSION EQUIP FUND	1,854.55	0.00	0.00	0.00	1,854.55
05 704 0208	FACILITY USE	430.00	0.00	0.00	0.00	430.00
05 704 0209	POP FUND	0.00	255.70	178.90	0.00	(76.80)
05 704 0210	PADLOCK DEPOSITS	536.41	0.00	0.00	0.00	536.41
05 704 0211	BOOK FINES/FEES	2,005.01	0.00	0.00	0.00	2,005.01
05 704 0215	SPEECH	0.00	1,697.81	767.00	0.00	(930.81)
05 704 0216	WORLD STRIDES TRIP FUND	12.38	0.00	0.00	0.00	12.38
05 704 0218	HS STUDENT COUNCIL	0.00	595.00	0.00	0.00	(595.00)
05 704 0219	NATIONAL HONOR SOCIETY	0.00	424.25	0.00	0.00	(424.25)
05 704 0220	WOODSHOP PROJECTS	760.47	13,167.86	12,323.64	0.00	(83.75)
05 704 0222	BACKPACK FOOD PROGRAM	520.16	0.00	0.00	0.00	520.16
05 704 0225	ONE ACTS	0.00	765.68	0.00	0.00	(765.68)
05 704 0230	MILK BREAK	559.90	0.00	0.00	0.00	559.90
05 704 0240	PALS MENTORING	1,446.08	0.00	0.00	0.00	1,446.08
05 704 0245	HEALTH & WELLNESS FUND	3,463.67	0.00	0.00	0.00	3,463.67
05 704 0250	DISTRICT PROJECT FUND	8,230.19	0.00	0.00	0.00	8,230.19
05 704 0255	SANTA'S ELVES DONATION FUND	62.20	0.00	0.00	0.00	62.20
05 704 0265	JH QUIZ BOWL	1,104.04	162.86	250.00	0.00	1,191.18
05 704 0270	O'BRIEN READING CABINET	941.31	0.00	0.00	0.00	941.31
05 704 0316	CLASS OF 2016	608.32	0.00	0.00	0.00	608.32
05 704 0317	CLASS OF 2017	1,509.60	0.00	0.00	0.00	1,509.60
05 704 0318	CLASS OF 2018	1,090.49	0.00	0.00	0.00	1,090.49
05 704 0319	CLASS OF 2019	162.52	0.00	0.00	0.00	162.52
05 704 0320	CLASS OF 2020	3,657.68	3,629.00	0.00	0.00	28.68
05 704 0321	CLASS OF 2021	804.90	13,292.91	17,461.30	0.00	4,973.29
05 704 0322	CLASS OF 2022	582.00	11.49	420.50	0.00	991.01
05 704 0323	CLASS OF 2023	0.00	0.00	460.00	0.00	460.00
05 704 0400	GRADE ACTIVITY MISCELLANEOUS	17,457.35	2,818.17	423.00	0.00	15,062.18
05 704 0410	GRADE ACTIVITY LEADERSHIP FUND	121.85	0.00	0.00	0.00	121.85
05 704 0420	GRADE ACTIVITY SPECIAL EDUCATION	323.63	0.00	0.00	0.00	323.63
05 704 0450	JANICEK STOCK MARKET FUNDRAISER	730.10	80.00	0.00	0.00	650.10
05 704 0500	HS MISCELLANEOUS FUND	19,136.75	887.00	0.00	0.00	18,249.75
05 704 0501	HS HONOR ROLL CERTIFICATES	0.00	249.30	0.00	0.00	(249.30)

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0502	HS INTEREST EARNED ON ACCOUNT	0.00	0.00	269.54	0.00	269.54
05 704 0601	BAND ACTIVITY	555.88	675.86	537.65	0.00	417.67
05 704 0602	SCHOOL INSTRUMENT & REPAIRS	2,564.37	127.00	50.00	0.00	2,487.37
05 704 0603	CHORUS	487.14	0.00	0.00	0.00	487.14
05 704 0605	MUSICAL PRODUCTIONS	2,195.15	0.00	0.00	0.00	2,195.15
05 704 0606	SHOW CHOIR UNIFORMS	4,530.89	4,954.48	5,276.00	0.00	4,852.41
05 704 0607	ELEM SHOW CHOIR	375.93	734.34	670.25	0.00	311.84
05 704 0701	FFA FUND	11,963.20	5,366.22	2,703.00	0.00	9,299.98
05 704 0703	JH CONCESSIONS	200.00	0.00	0.00	0.00	200.00
05 704 0705	CHEERLEADING FUNDRAISING	3,576.10	1,221.65	2,940.00	0.00	5,294.45
05 704 0707	INTERACT CLUB	1,248.32	2,181.60	2,076.20	0.00	1,142.92
05 704 0709	JH STUDENT COUNCIL	696.71	0.00	0.00	0.00	696.71
05 704 0711	HS STUCO FUNDRAISER	2,074.30	556.56	158.00	0.00	1,675.74
05 704 0713	NATIONAL HONOR SOCIETY FUNDRAISER	254.00	0.00	0.00	0.00	254.00
05 704 0715	XC FUNDRAISING	276.35	0.00	0.00	0.00	276.35
05 704 0717	BOYS GOLF FUNDRAISING	12.34	0.00	0.00	0.00	12.34
05 704 0719	GIRLS GOLF FUNDRAISING	752.45	1,292.83	1,539.03	0.00	998.65
05 704 0721	FB FUNDRAISING	1,867.28	1,625.44	0.00	0.00	241.84
05 704 0723	VOLLEYBALL FUNDRAISING	867.57	9,593.20	11,288.60	0.00	2,562.97
05 704 0725	BBB FUNDRAISING	126.59	933.19	800.00	0.00	(6.60)
05 704 0727	GBB FUNDRAISING	1,853.97	2,900.81	1,801.00	0.00	754.16
05 704 0729	WRESTLING FUNDRAISING	438.41	466.00	652.00	0.00	624.41
05 704 0731	TRACK FUNDRAISING	884.46	0.00	0.00	0.00	884.46
05 704 0737	SPORTSMANSHIP FUND	202.73	0.00	0.00	0.00	202.73
05 704 0739	STAND	1,216.54	0.00	0.00	0.00	1,216.54
05 704 0741	ART CLASS PROJECTS	511.62	(177.62)	0.00	0.00	689.24
05 704 0743	MATH CLUB	16.86	0.00	0.00	0.00	16.86
05 704 0745	SCIENCE CLUB	2.54	0.00	0.00	0.00	2.54
05 704 0747	MITCHELL SCIENCE GRANT	294.35	0.00	0.00	0.00	294.35
05 704 0749	SPANISH CLUB	68.79	0.00	0.00	0.00	68.79
05 704 0751	7-12 RESOURCE RM FUNDRAISING	64.00	0.00	0.00	0.00	64.00
05 704 0753	SPEECH FUNDRAISING	739.00	63.13	176.00	0.00	851.87
05 704 0755	ONE ACT FUNDRAISING	3,214.29	80.50	404.00	0.00	3,537.79
05 704 0757	LONGHORNS COMMITTED	2,287.14	0.00	0.00	0.00	2,287.14
05 704 0759	CIVICS FUNDRAISER	688.96	891.92	702.95	0.00	499.99
05 704 0761	KIMBALL PREVENTION COALITION	1,271.41	241.29	0.00	0.00	1,030.12
05 704 0999	SCHOLARSHIP FUND	268,822.33	1,500.00	0.00	0.00	267,322.33
Fund Total: 05		393,513.00	125,860.49	83,904.74	0.00	351,557.25

JR/SR High School Principal Report – June 2020

- This week, Mr. Brashear and I have been registering 9th-12th grade students for the fall semester. We have registered approximately 75% of the students and several have arranged for alternate time slots.
- There were a couple of modifications and additions to the student handbook that I want to explain.
 - First, the daily schedule has been changed. In previous years, Interventions occurred for 27 minutes after 3rd period. As you may recall, this was also the period students participated in Jazz Band and Show Choir. This scheduling conflict prevented some students from getting necessary academic interventions. In next years' schedule, a 27 minute time block has been moved to the end of the day. This time will now be a study hall. Junior high students will attend study hall prior to 9th period, to accommodate JH sports. High school students will attend study hall after 9th period. Students who participate in jazz band or show choir will do so in this time slot.
 - Study hall periods throughout the day will become Intervention periods. Students who qualify will be required to select an Intervention period for one of their electives. They will have an opportunity to test out at the beginning of the year.
 - The theme this year will be accountability. Too many students do not complete their required assignments, and, in turn, are not as successful as they could be in their courses. This year, we will begin an after school program called Homework Hour (I'm open to renaming it). Students who do not turn in their assignments during the day will be required to stay and complete their work. Other schools who have incorporated a similar program have experienced a decrease in ineligible students and an increase in academic achievement. This program is described in greater detail in the Student Handbook.

- As you know, Wednesdays next year are early release days for students and PD/PLC opportunities for staff. At the Jr/Sr High School, we will be on a block schedule that day to ensure adequate time in each content area. The 'A' schedule will be 1st-4th periods and the 'B' schedule will be 5th, 7th, 8th and 9th periods. Study hall will still occur at the end of each day and we are going to try a single lunch period (7-12). If this is successful, we may consider going to a single lunch period the following year. There will be no Homework Hour on Wednesdays. There will be no study hall or Homework Hour on noon and 1:00 pm release days (7 days). This will allow more time allocated to each period.
- Finally, band has been moved from 1st period to 9th period. This year will be a trial period and we will re-evaluate it again next year. With the large number of students participating in extra-curricular activities and the large number of students in band, many core classes could not be scheduled first period and had to be moved later in the day. This resulted in many students missing core classes due to school activities. In last year's schedule, there were 6 core classes during 9th period (math, English, science or social studies). In the schedule for next year, we will only offer two core classes. In addition, each year we have several students who are interested in taking College Algebra. WNCC offers a live (through DL) College Algebra course each year from 8-8:50. Because of the band conflict, students haven't been able to access this class. We will be able to provide this class in next year's schedule.
- Personnel:
 - We are not replacing three positions at the Jr/Sr High School. Mrs. Heidemann is endorsed for ELA and Social Studies 5-9. She will be taking over the JH Social Studies and English 9 courses to ensure she is teaching in her endorsed area.
 - We have not hired a third math teacher. We have restructured the department to offer courses through Algebra 2 and are adding Business Math. Students wanting to take more advanced math

courses will need to go through WNCC or we will find an online option for them.

- We will not be hiring a new business teacher. Mr. Beyer is currently working on his endorsement in business. He will pick up a couple more business classes, including JH computers.
- We will be hiring a para-professional at the high school to help with oversight in the media center, Interventions and dual-credit courses.
- We are happy to welcome Mr. Luke Maas back. He will be $\frac{1}{4}$ time Instruction and Assessment Director and $\frac{3}{4}$ time science teacher.
- We are happy to welcome Arlen Mekelburg to the district. He will be teaching JH science and Physical Science.
- I have placed an order for Geometry and Algebra 2 textbooks. When I taught these courses, my curriculum was online so these books were not purchased with the original Big Ideas purchase.

KPS Elementary Principal's Report

June 8th, 2020

- The staff at Mary Lynch is now full with the exception of a special education paraprofessional.
- Reports cards were sent out on May 25th, 2020. The grades for the 4th quarter were based on Participation/Engagement.
- Jr Kindergarten will start in Kimball this fall. I currently have 10 students enrolled in the program. I will assess any new students that enroll in Kindergarten this coming fall with the assessment ASQ-SEL. This will give us a good indication if the student is ready for kindergarten or not. I am very excited to see how much this gift of time helps our students.
- We purchased a new curriculum called Creative Curriculum for our Prek program. It is highly recommended from the ESU and the Nebraska Department of Education. It is very exciting to have a curriculum that is designed for this specific age group. It should provide our students with a great foundational base before Kindergarten.
- We are starting Summer School June 8th. Caitlin Tabor will be running our summer program. As of 6/3 - we had 25 students registered.
- I applied and was awarded grant money from the Kimball Foundation to purchase a sensory pathway for Mary Lynch. It will be located in the hallway around the kindergarten and 1st grade classrooms. There are a lot of educational benefits to this pathway.

Sensory play includes any activity that stimulates your young child's senses: touch, smell, taste, movement, balance, sight and hearing.

Sensory activities facilitate exploration and naturally encourage children to use scientific processes while they *play*, *create*, investigate and explore. The sensory activities allow children to refine their thresholds for different sensory information helping their brain to create stronger connections to process and respond to sensory information.

Here are 5 reasons why sensory play is beneficial:

1. Research shows that sensory play builds nerve connections in the brain's pathways, which lead to the child's ability to complete more complex learning tasks.
2. Sensory play supports language development, cognitive growth, fine and gross motor skills, problem solving skills, and [social interaction](#).
3. This type of play aids in developing and enhancing memory

4. Sensory play is great for [calming an anxious or frustrated child](#).

It will look something similar to this.



Game Ideas - Using The Alphabet:

- **Alphabet Hop.** Hop on the letters of the alphabet in order.
- **Vowel Skipper.** Skip over the vowels as you hop on the letters in alphabetical order.
- **Follow the leader.** One student begins moving on the alphabet and the students follow. Examples may include skipping over certain letters, clapping when on a vowel, etc.
- **Name Game.** Hop along and clap two times/touch toes when they come to the letters in their name.
- **Wordy.** Try to think of a word for each letter in the alphabet as you hop on it. Charts can be posted along the wall so that students can list words that begin with certain letters.

- **Spelly.** Hop along to spell a word from an index card or picture. Optional: work with a partner to decide how many hops it takes to spell a word e.g., CAT (3 hops to the letter C, 2 hops to the letter A, 19 hops to the letter T = 24 hops in all).
- **Pick Your Move.** Use the activity log stickers (stomp, clap, hands up) to decide how to move on the alphabet line. Students can also create a list of other ways to move on the alphabet e.g., sidestep, left foot, jump, tiptoe, snapping fingers, etc.
- **Match-A-Matic.** Students pick up a card with a lowercase letter and find the matching uppercase letter. Letters can be written on index cards, plastic spoons, or popsicle sticks.
- **See & Do.** Follow a pattern for moving along the alphabet line e.g., left foot, right foot or hop, hop, touch toes. Optional: Create a pattern moving along the alphabet line for a partner to guess
- **Rhyme Time.** Write pattern words on index cards and ask students to hop along the alphabet to make rhyming words. For example, beginning with the word **hat**, students can hop along to make the following rhyming words: bat, cat, fat, mat, pat, rat, sat, and vat.
- **Hidden letter.** Ask a student to sit cross-legged on a letter to hide it. Students take turns guessing the missing letter. If correct, the student chooses a letter to hide.

Game Ideas - Using The Numbers:

- **Hop & Count.** Hop along the numbers and say the numbers from 1-10 or 10-1.
- Can answer grade-appropriate math questions. Examples may include:
 - Start on the number 8 and count backward to 1
 - Start on 3 and add 3
 - Start on 9 and add 1
 - Start on 5 and subtract 2
- **Clap Or Snap.** Clap your hands or snap your fingers when you hop on even numbers.
- **Math Moves.** Give students an equation and have them move to the answer. For example: $2 + 3 =$ or $8 - 5 =$
- **Rock Out.** Hop on the numbers from 1 to 10 in sequence using the rock stickers to get to the next number. Be careful not to fall into the water!
- **Backward Count.** Hop on the numbers counting backward from 10 to 1.
- **Shout Out.** Hop on the numbers as they are called out by a leader e.g., 6, 2,3.
- **Home Hop.** Hop on their house/apartment number
- **Phony.** Hop on the numbers in their phone number.

Policy 1001.02

COMMUNITY RELATIONS

1001.02

Parental Involvement in Education

Pursuant to LB 1161, it shall be the policy of the Kimball Public Schools to involve parents in the schools while acknowledging the rights of parents to have access to the schools, and information about testing, curriculum, programs, and their own child.

To the extent practical, Kimball Public Schools provides accessibility and opportunities for the participation of parents with disabilities, limited English proficiency, and migratory children, including providing information and reports in a manner, format, and language that such parents can use and understand.

The Kimball Schools shall seek to involve and inform parents in ways, such as but not limited to, the following:

- Scheduled parent-teacher conferences.
- Serving on strategic planning committees.
- Serving on classroom or other topical committees.
- Sponsoring and inviting parents to special educational seminars/presentations.
- Encouraging parental visits in school.
- Opening our school to parents to attend school activities and having special recognition nights for parents.
- Using parents to help sponsor on class trips or activities.
- Including parent contact as part of teacher evaluation.
- Publish annually a report to parents & patrons.

In addition, the district acknowledges certain rights parents/guardians shall have relative to accessing information regarding the school, its materials, its curriculum, testing data, and the parent/guardian's individual child's performance and records. These rights shall be as follows:

1. As provided by federal law, parents may access all records pertaining to their children who are under the age of 18. For children who are over the age of 18, access may be with the agreement of the student.
2. Parents may check out for a period of 14 days copies of available textbooks used in the curriculum of the Kimball Public Schools. Such books must be returned in substantially the same condition as when they were borrowed. If books are damaged or damaged beyond use, the cost for repairs or new replacement shall be assessed.
3. Parents may review curriculum documents, media materials, and other such materials during the regular working hours. Notice of five working days to provide such materials for

- review shall be required. Board of Education Policy shall govern complaints relative to the appropriateness of instructional materials, and procedures and forms for parents to request the reconsideration of instructional or media materials will be provided.
4. Upon written request, within three days, submitted to the building principal by the parent/guardian, children shall be excused from specific surveys, standardized testing, instructional sessions, or other school experiences which the parent or guardian finds as objectionable. The request shall include the reason or reasons the parent or guardian finds the material to be objectionable. An alternative lesson or assignment may be provided in appropriate situations where a child would be excused from a specific instructional session, or survey, or standardized test.
 5. Parents may upon any reasonable advanced written request, upon a school provided form, attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with a legitimate school interest.
 6. A standardized testing program to meet requirements of state standards and assessments is established for the district. School wide results of the standardized testing programs are part of the annual report to parents and patrons. In addition, a parent report is provided to the student's parent/guardian which provides the individual student profile and data as to the student's test performance. Test data is also recorded in the student's cumulative record. Upon request by the parent/guardian, the district will provide a time and date upon which a parent may review a sample of the test.
 7. This policy shall be adopted following a formal public hearing and reviewed on an annual basis and either altered or reaffirmed by the board following a public hearing.

Ref LB 1161 -- State Statute

Adopted: August 11, 2003
Reviewed: June 12, 2017
June 11, 2018
June 10, 2019

STUDENT ACTIVITIES

Student Fees

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. (In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers.) No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent may establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- . Participation in extracurricular activities;
- . Postsecondary education costs; and
- . Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Adopted: September 13, 2004
Reviewed: June 12, 2017
 June 11, 2018
Amended: June 10, 2019
Reviewed: July 8, 2020

STUDENT ACTIVITIES

Administrative Procedures For Student Fees

The Kimball Public 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 curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

- | | |
|---------------------------------------|---------|
| ▪ Industrial Technology Classes | \$30.00 |
| ▪ Art Classes | \$30.00 |
| ▪ Family and Consumer Science Classes | \$30.00 |

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. Upon request, 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:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Student activity card
<i>Covers admission to all extracurricular events</i> | <p>\$30.00</p> |
| <ul style="list-style-type: none"> ▪ National Honor Society | <p>\$30.00</p> |
| <ul style="list-style-type: none"> ▪ Freshman Class Dues | <p>\$30.00</p> |
| <ul style="list-style-type: none"> ▪ Sophomore Class Dues | <p>\$30.00</p> |
| <ul style="list-style-type: none"> ▪ Junior Class Dues | <p>\$30.00</p> |
| <ul style="list-style-type: none"> ▪ Senior Class Dues | <p>\$30.00</p> |
| <ul style="list-style-type: none"> ▪ Cheerleading, Drill Team, Flag Corps | <p>Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.00.</p> |
| <ul style="list-style-type: none"> ▪ Football | <p>students must provide their own football shoes, undergarments, and mouth guards</p> |
| <ul style="list-style-type: none"> ▪ Golf | <p>students must provide their own golf shoes, undergarments, and clubs</p> |
| <ul style="list-style-type: none"> ▪ Softball and Baseball | <p>students must provide their own shoes, gloves, and undergarments</p> |
| <ul style="list-style-type: none"> ▪ Track, Volleyball, Wrestling and Basketball | <p>students must provide their own shoes and undergarments</p> |
| <ul style="list-style-type: none"> ▪ Future Farmers of America | <p>student must purchase their own jackets and pay dues of \$15.00</p> |

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district’s high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge

Administrative Procedures For Student Fees

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 may 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 \$25.00.

8. Copies of Student Files or Records.

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

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

The district may 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 \$100.00.

10. Participation in Summer School or Night School.

The district may 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 \$100.00.

11. Charges for Food Consumed by Students.

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

The maximum dollar amount charged by the district for the breakfast and lunch programs will be established by the Board of Education.

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. The maximum dollar amount charged will be \$100.00.
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund.

The school board may establish 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 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.

KIMBALL PUBLIC SCHOOLS
Student Fee Waiver Application

The Kimball Public 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 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 180% of poverty level, please check here.

Page 8 of 9
 Policy 501.07
 Student Fees
 Please complete the following:

(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	
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	G
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	G
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	G
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	G
	\$ _____/_____ _____	\$ _____/_____ _____	\$ _____/_____ _____	\$ _____/_____ _____	G

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 employment 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 effect 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:

Adopted: December 19, 2005
Reviewed: June 12, 2017
 June 11, 2018
Amended: June 10, 2019

Student Discipline

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

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

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

The school district shall review the anti-bullying policy annually.

Legal Reference: Laws 2008, LB 205
 Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296
 NDE February 2003 State Board Action; Reaffirmed December 2005

Adopted: 08-11-2008
Reviewed: 06-12-2017
 03-12-2018
 06-11-2018
 06-10-2019

Policy 602.01

ALTERNATE PROGRAMS

602.01

MULTI-CULTURAL EDUCATION PROGRAM

It shall be the policy of the Kimball Public Schools, in compliance with such legal authority by way of the following policy:

- (1) Statement of the philosophy or mission of the district Multi-Cultural Education Program.

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

- (2) Development of district program goals.

It shall be the duty of the Superintendent of Schools or his or her designee to develop program goals reflecting multi-cultural education at the local level. Generally such goals shall include, but not be limited to, infusing into all subject areas of the core curriculum in grades K-12, appropriate informational items and activities which will provide learning experiences for students in accordance with the statement of philosophy and mission of the district's Multi-Cultural Education Program Policy.

It shall further be the policy of the district to include informational items in the core curriculum when educationally appropriate and when such inclusion would not cause an inappropriate deviation from the particular discipline being taught, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups. Such inclusion shall place special emphasis on human relations and sensitivity toward all races as it relates to language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

It shall further be the policy of the Board to direct the administrator to use such methodologies and personnel as the administrator or his or her designee deems appropriate to develop a district program at the local level with due regard for the need to present knowledge about cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups to the local district as well as to the State of Nebraska and the various disciplines of the core curriculum.

On or before November 1, 1995 and annually thereafter, the Superintendent of Schools shall further present evidence in a form prescribed by the Nebraska Department of Education that multi-cultural education is being taught to students in accordance with this policy. A copy of this report shall be presented to the Board of Education as evidence the district is teaching multi-cultural education as provided by this policy.

The Superintendent of Schools shall periodically, as deemed appropriate by the Superintendent of Schools, provide staff development for the administrative staff, the teaching staff and the support staff of the district. Such staff development shall be consistent and congruent with this policy and shall have as its objective enabling such staff to develop an effective multi-cultural education program in the district.

The Superintendent of Schools shall designate a staff committee on terms as the Superintendent may determine for selecting appropriate materials for meeting the purpose of this policy. The process for selecting appropriate materials shall be as deemed appropriate by the staff committee, which shall be charged by the Superintendent of Schools with rendering to the Superintendent of School's periodic reports as to the selection of such materials as well as a periodic assessment of the district's Multi-Cultural Education Program as defined by this policy. (Exhibit "A").

It shall be the policy of the district to further designate local community members to work in concert with the staff committee and the administration in the development, implementation, and assessment phases of the multi-cultural education plan of the district as described in this policy. Staff and community representatives in this process shall include such cultural diversity of the district as may exist, if any. It shall not be the policy of the district concerning the local development, implementation, and assessment of the multi-cultural education plan to be obliged to rely on any representatives from outside of the district. However, nothing in this policy shall prohibit the Superintendent of Schools from seeking out such representatives, if in his or her sole discretion, such representatives would be of benefit to the district in the development, implementation, and periodic assessment of the multi-cultural education plan of the district.

The incorporation of multi-cultural education into the core curriculum of the district in grades K-12 shall have taken place on or before the last day of the 1994-95 school year and shall continue thereafter.

Assessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes:

- Language Arts standards that were adopted by the State Board in September 2014;
- Mathematics standards that were approved by the State Board in September 2015;
- Science standards that were adopted by the State Board, in September 2017; and
- Social Studies Standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Adopted: August 10, 2009

Reviewed: June 12, 2017

Revised: June 11, 2018

Reviewed: June 10, 2019

PROPOSED
Kimball Public Schools
2020-2021 Fees Schedule

MEAL FEES

Breakfast	K-6	\$ 1.90
	7-12	\$ 2.15
	Reduced	\$.30
	Adult	\$ 2.60
Lunch	K-6	\$ 2.90
	7-12	\$ 3.15
	Reduced	\$.40
	Adult	\$ 3.75
Summer Breakfast	18 & under	FREE
	Adult	\$ 2.00
Summer Lunch	18 & under	FREE
	Adult	\$ 3.50
After School Program	K-12	FREE
	Adult	\$ 3.75

ATHLETIC PASSES

Student (K-12) (Max of \$50.00 per Family)	\$ 20.00
One Adult	\$ 40.00
One Adult w/Children (Family Pass)	\$ 50.00
Two Adults	\$ 65.00
Two Adults w/Children (Family Pass)	\$ 75.00

Senior Adult Lifetime Passes are free to those 62 & over that request one.

20~~19~~20-2020~~1~~1 PARENT-STUDENT HANDBOOK OF KIMBALL JR./SR. HIGH TABLE OF CONTENTS

Style Definition: TOC 1

Style Definition: TOC 2

Foreword	95
Section 1 Intent of Handbook.....	95
Section 2 Members of the Board of Education.....	95
Section 3 Administrative Staff.....	95
Section 4 Teaching Staff.....	106
Section 5 Support Staff.....	117
Section 6 School Safety and Security:.....	117
Section 7 School Calendar.....	127
Article 1 – Mission and Goals.....	169
Section 1 School Mission and Vision Statements.....	169
Section 2 Goals and Objectives	169
Section 3 Mutual Respect.....	169
Section 4 Multicultural Policy (Board Policy 602.01).....	1740
Section 5 Complaint Procedures (Board Policy 401.18).....	1844
Section 5 Severe Weather and School Cancellations.....	2645
Section 6 Open-Closed Campus	2746
Article 3 - Use of Building and Grounds.....	2847
Section 1 Entering and Leaving the Building	2947
Section 2 Visitors.....	2947
Section 3 Smoke-and Tobacco-Free Building	2947
Section 4 Care of School Property	2947
Section 5 Lockers	3048
Section 6 Searches of Lockers and Other Types of Searches.....	3048
Section 7 Video Surveillance.....	3149
Section 8 Use of Telephone.....	3149
Section 9 Bicycles.....	3149
Section 10 Vehicles.....	3149
Section 11 Student Valuables.....	3149
Section 12 Lost and Found.....	3149
Section 13 Accidents.....	3149

Section 14	Laboratory Safety Glasses and Safety Equipment	3220
Section 15	Insurance	3220
Section 16	Bulletins and Announcements	3220
Section 17	Copyright and Fair Use Policy.....	3220
Article 4 – Attendance.....		3421
Section 1	Attendance Policy.....	3421
Section 2	Attendance and Absences.....	3421
Section 3	Tardiness	3623
Section 4	Leaving School.....	3623
Section 5	Attendance is Required to Participate in Activities	3623
Section 6	Make-up Work	3623
Section 7	Incentive Program.....	3724
Article 5 - Scholastic Achievement		3825
Section 1	Grading System	3825
Section 2	Homework, Intervention Period, Study Hall and Homework Hour	3825
Section 3	Graduation Requirements.....	4027
Section 4	Promotion and Retention	4128
Section 5	Student Classification.....	4128
Section 6	Promotion and Retention of Junior High Students.....	4128
Section 7	Schedule Changes.....	4229
Section 8	Progress Reports	4229
Section 9	Report Cards	4229
Section 10	Parent-Teacher Conferences	4229
Section 11	Principal’s Merit Roll.....	4229
Section 12	Honor Roll	4329
Section 13	National Honor Society	4330
Section 14	Junior High Sports/PE	4431
Section 15	VALTS	4431
Article 6 - Support Services.....		4632
Section 1	Special Education Identification And Placement Procedures.....	4632
Section 2	Guidance Services.....	4834
Section 3	Health Services	4834
Article 7 - Drugs, Alcohol and Tobacco.....		5238
Section 1	Drug-Free Schools.....	5238
Article 8 - Student Rights, Conduct, Rules and Regulations		5541
Section 1	Student Conduct and Discipline Policies.....	5541
Part 1	Forms of School Discipline.....	5541
	Short-Term Suspension:	5541
	Long-Term Suspension:.....	5541
	Expulsion:	5642
	Other Forms of Student Discipline:	5743
Part 2	Student Conduct	5743
	Grounds for Suspensions, Expulsion or Mandatory Reassignment:.....	5743
Part 3	Additional Student Conduct Rules:.....	6046

Student Appearance Policy:	6046
Harassment and Bullying Policy:	6147
Inappropriate Public Displays of Affection (IPDA):	6248
Academic Integrity.	6248
Electronic Devices	6450
Dating Violence.....	6652
Specific Rule Items:.....	6652
Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 603.08)	6753
Kimball Public Schools Electronic Mobile Device Policy and Procedures	7056
1. MOBILE DEVICE SPECIFICATIONS	7157
2. RECEIVING AND CHECK-IN OF YOUR MOBILE DEVICE.....	7157
2.1 Receiving Your Mobile Device	7157
2.2 Mobile Device Check-in.....	7157
2.3 Check-in Fines	7157
3. CARE OF YOUR MOBILE DEVICE	7157
3.1 General Precautions	7257
3.2 Storing Your Mobile Device	7258
3.3 Transporting or Carrying Your Mobile Device	7258
3.4 Screen Care	7258
4. USING YOUR MOBILE DEVICE AT SCHOOL.....	7359
4.1 Mobile Devices Left at Home.....	7359
4.2 Mobile Device Undergoing Repair	7359
4.3 Charging Your Mobile Device's Battery	7359
4.4 Screensavers/Background Photos.....	7359
4.5 Sound, Music, Games, or Programs	7359
4.6 Printing.....	7460
4.7 Home Internet Access.....	7460
5. MANAGING CONTENT AND SAVING WORK	7460
5.1 Saving to the Mobile Device	7460
5.2 Network Connectivity.....	7460
6. APPS AND DIGITAL BOOKS	7460
6.1 Kimball Public Schools Installed Apps.....	7460
6.2 Student Installation of Apps.....	7561
6.3 Inspection.....	7561
6.4 Procedure for Reloading Apps	7561
6.5 App Upgrades.....	7561
6.6 Digital Books.....	7561
7. ACCEPTABLE USE.....	7561
7.1 Parent/Guardian Responsibilities and Terms	7662
7.2 School Responsibilities.....	7662
7.3 Student Responsibilities	7763
7.4 Student Activities Strictly Prohibited.....	7763
7.5 Student Discipline	7864
8. REPAIRS AND REPLACEMENTS: RELATED COSTS	7965
8.1 Repairs or Replacement Costs.....	7965

9.	OTHER MOBILE DEVICES THAT REMAIN IN SCHOOL	8066
10.	BYOD (Bring Your Own Device).....	8066
Part 4	Reporting Student Law Violations	8670
Part 5	Disciplinary Point System – 100 Point Maximum	8670
Part 6	Due Process Procedure	9276
Part 7	Positive Behavior interventions and Supports (PBiS)	9579
Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules, and Regulations.....		10084
Section 1	Extra-Curricular programs	10084
Section 2	Activity Philosophy.....	10084
Section 3	Activity Code of Conduct	10185
Section 4	Random Drug Testing Policy for Students in Grades 7-12.....	10589
Section 5	"Team Selection" and "Playing Time"	11497
Section 6	Academic Grade Standard for Activities Participation	11497
Section 7	School Dances/Parties (Including Prom)	11598
Section 8	Student Fees Policy (Board Policy 501.06 and 501.07)	11598
Article 10 - State and Federal Programs.....		122405
Section 1	Notice of Nondiscrimination	122405
Section 2	Designation of Coordinator(s).....	122405
Section 3	Anti-discrimination & Harassment Policy	122405
Section 4	Notice to Parents of Rights Afforded by Section 504	124407
Section 5	Notification of Rights Under FERPA	124407
Section 6	Notice Concerning Disclosure of Student Recruiting Information.....	126409
Section 7	Notice Concerning Staff Qualifications.....	126409
Section 8	Student Privacy Protection Policy	126409
Section 9	Parental Involvement Policy (Board Policy 1001.02).....	129442
Section 10	Homeless Students Policy (Board Policy 502.08)	130443
Section 11	Breakfast and Lunch Programs (Board Policy 801.01)	131444
RECEIPT OF 2019-2020 PARENT-STUDENT HANDBOOK.....		135448
Foreword		5
Section 1	Intent of Handbook	5
Section 2	Members of the Board of Education.....	5
Section 3	Administrative Staff	5
Section 4	Teaching Staff	6
Section 5	Support Staff	7
Section 6	School Safety and Security:	7
Section 7	School Calendar	7
Article 1 – Mission and Goals.....		9
Section 1	School Mission and Vision Statements	9
Section 2	Goals and Objectives	9
Section 3	Mutual Respect.....	9
Section 4	Multicultural Policy (Board Policy 602.01)	10
Section 5	Complaint Procedures (Board Policy 401.18).....	11
Article 2 – School Day.....		13
Section 1	High School Schedule.....	13

Section 2	High School Shortened Schedules	13
Section 3	Junior High Schedule	14
Section 4	Junior High Shortened Schedules	14
Section 5	Severe Weather and School Cancellations	14
Section 6	Open-Closed Campus	15
Article 3 – Use of Building and Grounds		16
Section 1	Entering and Leaving the Building	16
Section 2	Visitors	16
Section 3	Smoke and Tobacco-Free Building	16
Section 4	Care of School Property	16
Section 5	Lockers	17
Section 6	Searches of Lockers and Other Types of Searches	17
Section 7	Video Surveillance	18
Section 8	Use of Telephone	18
Section 9	Bicycles	18
Section 10	Vehicles	18
Section 11	Student Valuables	18
Section 12	Lost and Found	18
Section 13	Accidents	18
Section 14	Laboratory Safety Glasses and Safety Equipment	19
Section 15	Insurance	19
Section 16	Bulletins and Announcements	19
Section 17	Copyright and Fair Use Policy	19
Article 4 – Attendance		20
Section 1	Attendance Policy	20
Section 2	Attendance and Absences	20
Section 3	Tardiness	22
Section 4	Leaving School	22
Section 5	Attendance is Required to Participate in Activities	22
Section 6	Make-up Work	22
Section 7	Incentive Program	23
Article 5 – Scholastic Achievement		24
Section 1	Grading System	24
Section 2	Homework and Study Halls	24
Section 3	Graduation Requirements	25
Section 4	Promotion and Retention	25
Section 5	Student Classification	25
Section 6	Promotion and Retention of Junior High Students	26
Section 7	Schedule Changes	26
Section 8	Progress Reports	26
Section 9	Report Cards	26
Section 10	Parent-Teacher Conferences	26
Section 11	Principal's Merit Roll	27
Section 12	Honor Roll	27

Section 13— National Honor Society	27
Section 14— Junior High Sports/PE	28
Section 15— VALTS	29
Article 6— Support Services.....	30
Section 1— Special Education Identification And Placement Procedures.....	30
Section 2— Guidance Services.....	32
Section 3— Health Services.....	32
Article 7— Drugs, Alcohol and Tobacco.....	35
Section 1— Drug Free Schools.....	35
Article 8— Student Rights, Conduct, Rules and Regulations.....	38
Section 1— Student Conduct and Discipline Policies.....	38
Part 1— Forms of School Discipline.....	38
Short Term Suspension:	38
Long Term Suspension:.....	38
Expulsion:	39
Other Forms of Student Discipline:	40
Part 2— Student Conduct.....	40
Grounds for Suspensions, Expulsion or Mandatory Reassignment:	41
Part 3— Additional Student Conduct Rules:.....	43
Student Appearance Policy:.....	43
Harassment and Bullying Policy:.....	44
Inappropriate Public Displays of Affection (IPDA):	45
Academic Integrity.....	45
Electronic Devices.....	47
Dating Violence.....	49
Specific Rule Items:.....	49
Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 603.08)	50
Kimball Public Schools Electronic Mobile Device Policy and Procedures	53
1.— MOBILE DEVICE SPECIFICATIONS	54
2.— RECEIVING AND CHECK IN OF YOUR MOBILE DEVICE.....	54
2.1— Receiving Your Mobile Device	54
2.2— Mobile Device Check in.....	54
2.3— Check-in Fines	54
3.— CARE OF YOUR MOBILE DEVICE	54
3.1— General Precautions	54
3.2— Storing Your Mobile Device	55
3.3— Transporting or Carrying Your Mobile Device	55
3.4— Screen Care	55
4.— USING YOUR MOBILE DEVICE AT SCHOOL.....	55
4.1— Mobile Devices Left at Home.....	56
4.2— Mobile Device Undergoing Repair	56
4.3— Charging Your Mobile Device’s Battery	56
4.4— Screensavers/Background Photos.....	56
4.5— Sound, Music, Games, or Programs	56

4.6	Printing	56
4.7	Home Internet Access	56
5.	MANAGING CONTENT AND SAVING WORK	57
5.1	Saving to the Mobile Device	57
5.2	Network Connectivity	57
6.	APPS AND DIGITAL BOOKS	57
6.1	Kimball Public Schools Installed Apps	57
6.2	Student Installation of Apps	57
6.3	Inspection	57
6.4	Procedure for Reloading Apps	58
6.5	App Upgrades	58
6.6	Digital Books	58
7.	ACCEPTABLE USE	58
7.1	Parent/Guardian Responsibilities and Terms	58
7.2	School Responsibilities	59
7.3	Student Responsibilities	59
7.4	Student Activities Strictly Prohibited	60
7.5	Student Discipline	61
8.	REPAIRS AND REPLACEMENTS: RELATED COSTS	62
8.1	Repairs or Replacement Costs	62
9.	OTHER MOBILE DEVICES THAT REMAIN IN SCHOOL	63
10.	BYOD (Bring Your Own Device)	63
Part 4	Reporting Student Law Violations	67
Part 5	Disciplinary Point System – 100 Point Maximum	67
Part 6	Due Process Procedure	72
Part 7	Positive Behavior interventions and Supports (PBIS)	76
Article 9	Extra-Curricular Activities – Rights, Conduct, Rules, and Regulations	80
Section 1	Extra-Curricular programs	80
Section 2	Activity Philosophy	80
Section 3	Activity Code of Conduct	80
Section 4	Random Drug Testing Policy for Students in Grades 7-12	84
Section 5	"Team Selection" and "Playing Time"	93
Section 6	Academic Grade Standard for Activities Participation	93
Section 7	School Dances/Parties (Including Prom)	94
Section 8	Student Fees Policy (Board Policy 501.06 and 501.07)	94
Article 10	State and Federal Programs	101
Section 1	Notice of Nondiscrimination	101
Section 2	Designation of Coordinator(s)	101
Section 3	Anti-discrimination & Harassment Policy	101
Section 4	Notice to Parents of Rights Afforded by Section 504	103
Section 5	Notification of Rights Under FERPA	103
Section 6	Notice Concerning Disclosure of Student Recruiting Information	105
Section 7	Notice Concerning Staff Qualifications	105
Section 8	Student Privacy Protection Policy	105

Section 9— Parental Involvement Policy (Board Policy 1001.02).....	108
Section 10— Homeless Students Policy (Board Policy 502.08).....	109
Section 11— Breakfast and Lunch Programs (Board Policy 801.01).....	110
RECEIPT OF 2019-2020 PARENT STUDENT HANDBOOK.....	114

**Kimball Jr./Sr. High School
Parent-Student Handbook
2019-2020 School Year**

Foreword

Section 1 Intent of Handbook

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

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

Section 2 Members of the Board of Education

Name	Contact Information
Heather Norberg, President	hnorberg@kpslonghorns.org
Lynn Vogel Carrie Tabor, Vice-President	lvogel ctabor@kpslonghorns.org
Carrie Tabor Matthew Shoup, Secretary/Treasurer	etabor mshoup@kpslonghorns.org
Travis Cook, Member	tcook@kpslonghorns.org
Clint Cornils, Member	ccornils@kpslonghorns.org
Matthew Shoup Lynn Vogel, Member	mshoup lvogel@kpslonghorns.org

Section 3 Administrative Staff

Name	Position	E-Mail
Dr. Elizabeth Owens	Superintendent	eowens@kpslonghorns.org
Eugene D. Hanks Danielle Reader	Secondary Principal	ehanks dreader@kpslonghorns.org
Jamie Soper	Elementary Principal	jsoper@kpslonghorns.org
Chauncey Pedersen Wade Brashear	Counselor (Pre-K7 – 12)	epedersen wbrashear@kpslonghorn s.org
Travis Terrill	Technology Coordinator	tterill@kpslonghorns.org

Kenneth Smith	Activities Director	ksmith@kpslonghorns.org
Danessa Terrill	Food Service Director	dterill@kpslonghorns.org
Gregg Fossand	Transportation/Building & Grounds Director	gfossand@kpslonghorns.org
Cory McManiga Tyler Garrett	Maintenance	ememaniga tgarrett@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Harold Farrar	Business Manager	hfarrar@kpslonghorns.org
Kristy Hanks Kristy Hanks	Administrative Assistant	khanks khanks@kpslonghorns.org
Sandy Faden	Administrative Assistant	sfaden@kpslonghorns.org
Jen Wise	Attendance Secretary	jwise@kpslonghorns.org

Section 4 Teaching Staff

Name	Department	E-Mail
Ben Aarestad	Physical Education	baarestad@kpslonghorns.org
Aaron Beyer	Art / Publications	abeyer@kplonghorns.org
Wade Brashear	Counselor/Media Specialist	wbrashear@kpslonghorns.org
Wade Brashear	Business / Computers	wbrashear@kpslonghorns.org
Katie Culek	Special Education	kculek@kpslonghorns.org
Jeri Ferguson	Social Science	jferguson@kpslonghorns.org
Katie Fryda	Science	kfyda@kpslonghorns.org
Ashley Heidemann	English	aheidemann@kpslonghorns.org
David Hellman	Library / Media Specialist	dhellman@kpslonghorns.org
Kristi Hiles-Smith	Instrumental Music	khsmith@kpslonghorns.org
Jacob Hoffman	Vocal Music	jhoffman@kpslonghorns.org
Tiffany Johnson	Special Education	tjohnson@kpslonghorns.org
Stephanie Kitchens	Mathematics	skitchens@kpslonghorns.org
Christine Lewis	Spanish	clewis@kpslonghorns.org
Amy McManiga Luke Maas	Science	amemaniga lmaas@kpslonghorns.org
Arlen Mekelburg	Science	amekelburg@kpslonghorns.org

Gene Mohr	Industrial Arts	gmohr@kpslonghorns.org
Carolyn Montgomery	Language Arts	montgoc@kpslonghorns.org
Kathleen O'Brien	Social Science	kobrien@kpslonghorns.org
Chauncey Pedersen	Guidance Counselor	cpedersen@kpslonghorns.org
Danielle Reader	Mathematics	dreader@kpslonghorns.org
Mary Schutz	Family Consumer Science	mschutz@kpslonghorns.org
Kenneth Smith	Social Science	ksmith@kpslonghorns.org
Samantha Walter	Language Arts	swalter@kpslonghorns.org
Sally Wheeler	Vocational Agriculture	swheeler@kpslonghorns.org
Fred Williams	Mathematics	fwilliams@kpslonghorns.org

Section 5 Support Staff

Name	Position	E-Mail
Annette Morgan Dakota Kuhns	Paraprofessional	amorgandkuhns@kpslonghorns.org
Tammy Shields	Paraprofessional	tshields@kpslonghorns.org
Tamara Johnson	Paraprofessional	tmjohnson@kpslonghorns.org
Sylvia Harvie	Paraprofessional	sharvey@kpslonghorns.org
Shannon Klemt	Custodian	
Lesia Calvin	Custodian	
James Klemt	Custodian	
Sarah Malson	Food Service	
Shawna Allen-Bojorquez	Food Service	

Section 6 School Safety and Security:

The safety and security of the District's students, staff, physical space and assets is a shared responsibility of all members of the KPS community. To meet this obligation, Kimball Public Schools ~~will be~~ ~~has~~ installed and implemented a district wide access control system. ~~in the 2019-2020 school year.~~ To best facilitate the use of this system, the district ~~will~~ ~~has~~ put in place updated procedures for access to facilities. ~~Once the system is in place~~ all district facility external doors ~~will be~~ ~~are~~ locked during regular school hours. Access-control privileges are determined and assigned by district/school administration based on the specific needs and

requirements of the District and the key/card holder. All visitors, parents, vendors and those without access privileges will be required to request access via audio/video intercom, state purpose for access request and be checked in a main offices. Detailed procedures for requesting and granting access will be published in school handbooks and the district website at a future date.

Section 7 **School Calendar**
See the following [page](#)

Formatted: Left: 0.5", Right: 0.63", Top: 1", Bottom: 1",
Section start: New page, Width: 11", Height: 8.5"

KIMBALL PUBLIC SCHOOLS 2020-2021 CALENDAR

AUGUST 2020						
S	M	T	W	Th	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					

13- New Employee Orientation
 14-17-18- Inservice
 19- First Day of School
 9 Student Days/12 Staff Days

SEPTEMBER 2020						
S	M	T	W	Th	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			

7- Labor Day
 11- 12:00 p.m. out (Cross Country Home Meet)
 21 Student Days/21 Staff Days

OCTOBER 2020						
S	M	T	W	Th	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

9- 12:00 p.m. out (Jr High Quiz Bowl)(Staff PD in PM)
 16- End of First Quarter (42)
 19- Start of 2nd Quarter
 21-22 P-T Conference (4:30-8:00)
 23- No School
 21 Student Days/21 Staff Days

NOVEMBER 2020						
S	M	T	W	Th	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		

25-27- Thanksgiving Break
 18 Student Days/18 Staff Days

DECEMBER 2020						
S	M	T	W	Th	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		

18- End of Second Quarter/1st Semester (41/83)
 23-31- Christmas Break
 14 Student Days/14 Staff Days

JANUARY 2021						
S	M	T	W	Th	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						

1- Christmas Break
 4- Start of Third Quarter
 20 Student Days/20 Staff Days

FEBRUARY 2021						
S	M	T	W	Th	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					

15- Inservice
 19 Student Days/20 Staff Days

MARCH 2021						
S	M	T	W	Th	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	

3- Inservice (FFA CDE)
 12- End of Third Quarter (48)
 15- Start of Fourth Quarter
 18- P-T Conference (4:30-8:00 Invitation Only)
 22 Student Days/23 Staff Days

APRIL 2021						
S	M	T	W	Th	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

2- Easter Break
 20 Student Days/20 Staff Days

MAY 2021						
S	M	T	W	Th	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					

15- Graduation
 21- Last day of School (48/96)
 31- Memorial Day
 15 Student Days/15 Staff Days

- 1:30 p.m. Dismissals
- No School for Students/In-Service
- No School/Vacation Day
- Start of Quarter
- End of Quarter
- New Teacher Orientation
- Parent-Teacher Conferences
- Graduation 11:00 AM
- 12:00 Dismissal: Sept 11/Oct 09
- 1:00 Dismissal

Student Days = 179
 Teacher Days = 184
 Student Hours = 1,133.1
 Days Over Minimum = 7.8
 Staff Inservice/P-T Days = 5.5

Approved by School Board on: 03-09-2020

Note: All make-up days extending the school year after May 21 are subject to the discretion of the Superintendent.

Note: Proposed Inservice dates are subject to revision, pending availability of consultants &/or district needs.

Kimball Public Schools 2019-20 Calendar

August 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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
 15: New Staff Orientation
 16-19-20: Staff PD Days
 21: First Day of School

September
 2: Labor Day
 20: Staff PD Day

January 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

Article 1 – Mission and Goals

Section 1 School Mission and Vision Statements

The mission of Kimball Public Schools is to educate every student for a lifetime of success.

Our school system vision is to provide all students with excellent instruction in every classroom that reflects our commitment to ensuring all students learn at high levels.

At Kimball Public Schools we believe:

- Seek out and use evidence based practices that support student learning.
- Embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- Enhance the collaborative team as the fundamental structure to improve instructional practices.
- Provide a guaranteed curriculum that meets or exceeds the state standards.
- Provide daily classroom formative assessment of student achievement to monitor progress.
- Ensure high expectations to inspire high levels of student learning.
- Support continuous learning and ongoing professional development for our educators.
- Enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.
- Promote strong partnerships with parents and provide parents with the information to support their children's learning.

Section 2 Goals and Objectives

The goals and objectives of the Kimball Public Schools are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

Section 3 Mutual Respect

The Kimball Public Schools expect every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Article 1 – Mission and Goals

Section 4 Multicultural Policy (Board Policy 602.01)

It shall be the policy of the Kimball Public Schools, in compliance with such legal authority by way of the following policy:

1. Statement of the philosophy or mission of the district Multi-Cultural Education Program.
It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.
2. Development of district program goals.
It shall be the duty of the Superintendent of Schools or his or her designee to develop program goals reflecting multi-cultural education at the local level. Generally such goals shall include, but not be limited to, infusing into all subject areas of the core curriculum in grades K-12, appropriate informational items and activities which will provide learning experiences for students in accordance with the statement of philosophy and mission of the district's Multi-Cultural Education Program Policy.

It shall further be the policy of the district to include informational items in the core curriculum when educationally appropriate and when such inclusion would not cause an inappropriate deviation from the particular discipline being taught, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups. Such inclusion shall place special emphasis on human relations and sensitivity toward all races as it relates to language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

It shall further be the policy of the Board to direct the administrator to use such methodologies and personnel as the administrator or his designee deems appropriate to develop a district program at the local level with due regard for the need to present knowledge about cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups to the local district as well as to the State of Nebraska and the various disciplines of the core curriculum.

On or before November 1, 1995 and annually thereafter, the Superintendent of Schools shall further present evidence in a form prescribed by the Nebraska Department of Education that multi-cultural education is being taught to students in accordance with this policy. A copy of this report shall be presented to the Board of Education as evidence the district is teaching multi-cultural education as provided by this policy.

The Superintendent of Schools shall periodically, as deemed appropriate by the Superintendent of Schools, provide staff development for the administrative staff, the teaching staff and the support staff of the district. Such staff development shall be consistent and congruent with this policy and shall have as its objective enabling such staff to develop an effective multi-cultural education program in the district.

The Superintendent of Schools shall designate a staff committee on terms as the Superintendent may determine for selecting appropriate materials for meeting the purpose of this policy. The process for selecting appropriate materials shall be as deemed appropriate by the staff committee, which shall be charged by the Superintendent of Schools with rendering to the Superintendent of School's periodic reports as to the selection of such materials as well as a periodic assessment of the district's Multi-Cultural Education Program as defined by this policy.

Article 1 – Mission and Goals

It shall be the policy of the district to further designate local community members to work in concert with the staff committee and the administration in the development, implementation, and assessment phases of the multi-cultural education plan of the district as described in this policy. Staff and community representatives in this process shall include such cultural diversity of the district as may exist, if any. It shall not be the policy of the district concerning the local development, implementation, and assessment of the multi-cultural education plan to be obliged to rely on any representatives from outside of the district. However, nothing in this policy shall prohibit the Superintendent of Schools from seeking out such representatives, if in his sole discretion, such representatives would be of benefit to the district in the development, implementation, and periodic assessment of the multi-cultural education plan of the district.

The incorporation of multi-cultural education into the core curriculum of the district in grades K-12 shall have taken place on or before the last day of the 1994-95 school year and shall continue thereafter.

Section 5 Complaint Procedures (Board Policy 401.18)

Definition:

A complaint shall mean a claim based upon an event(s), action(s), or condition(s), which causes grief, pain, or resentment for an individual against school personnel or the district.

Procedure:

An individual having a complaint against school personnel or the district shall follow the following outlined procedure in an effort to resolve the complaint. The procedures outlined here and the forms used shall be the district's standard procedures/forms in all matters of district/employee jurisdiction with the exception of challenges of instructional/media materials, which uses another procedure.

Timelines:

Any formal complaint procedures, which begin at Level II, must be initiated within 60 calendar days of when the alleged incident(s) or event(s) occurred. The administrator in an unusual circumstance may waive this.

Level I

The initial step of the complaint procedure shall be for the complainant to meet informally with the school employee involved. The school employee's immediate supervisor shall arrange such informal meeting, though the supervisor may or may not be present at this meeting.

Level II

If the complaint is not resolved at the Level I informal step, the complainant may initiate formal complaint procedures which begin at Level II. The complainant shall complete the School Complaint Form -- Level II and return it to the employee's direct supervisor or designated school official as in the case of an ADA, Title IX, etc. situation. The receiving school official for the specified complaint shall initiate a complaint file. Within five (5) school days of receipt of this form, the supervisor/designated person shall meet privately with the school employee and provide him/her a copy of the complaint, discuss it, and also provide a Response Form to the employee. The employee shall within five (5) days return the Response Form to his/her supervisor. A copy of the complaint and response shall be placed in the file.

Article 1 – Mission and Goals

Level III

At Level III, the employee's supervisor shall, upon receipt of the response form, determine the next appropriate action. Further investigation may be needed. Further investigation may include third parties as in the case of possible violation of statutes or case laws. If turned over to a third party for investigation by either the complainant or the school district, further actions will be delayed until the third party investigation is completed, though there could be exceptions to this depending on the nature of the complaint.

If a third party is not involved in the investigative process, the school district's employee supervisor shall study, analyze, and respond to the formal complaint. This response shall be in writing on an Action Form, a copy of which shall be forwarded to both the complainant and the employee, referred to as the respondent. A copy of the Action Form shall be placed in the complaint file.

Level IV

The complainant upon receipt of the Action Form will have these options available. He/She may agree with the supervisor's determination and sign and return the form within five (5) days of receipt of the form. He/She may disagree with the response and indicate disagreement but with no further action requested. The complainant may request the response be appealed to the Superintendent of Schools. Such Appeal Form will be given to the complainant or respondent upon request, and returned to the Superintendent's office by the complainant.

The Superintendent, upon receipt of the "Appeal Form" shall within ten (10) days respond to the complainant or respondent with Action Form II. In making his/her decision, the superintendent shall request the Complaint File established for the given complaint, and shall conduct his/her investigation, as he/she deems necessary.

Level V

When the complainant or respondent has received the Superintendent's response on Action Form II, the complaint procedure is concluded except that the complainant or respondent for placement on the Board agenda at a regularly scheduled meeting can make a formal request. If this complaint involves school personnel, the Board shall hear the parties to this complaint in a closed session of the board. Any action the Board might deem necessary to take would only be taken within the parameters of board policy and due process proceedings that might be applicable.

~~Article 2 - School Day~~

Formatted: Font: 24 pt

Formatted: Left: 0.5", Bottom: 1", Width: 11", Height: 8.5"

Formatted: Font: 24 pt

~~Section 1 High School Schedule~~

Formatted: Font: 24 pt, Bold

Formatted: Font: 24 pt

~~HS Regular Daily Schedule Noon Release HS Schedule
(8:05 – 3:35)~~

~~1st Period 8:05 – 8:52 1st Period 8:05 – 8:26
2nd Period 8:55 – 9:40 2nd Period 8:29 – 8:49
3rd Period 9:43 – 10:28 3rd Period 8:52 – 9:12
Interventions 10:31 – 10:58 Interventions 9:15 – 9:35
4th Period 9:58 – 11:01 4th Period 9:38 – 9:58
5th Period 11:01 – 11:46 5th Period 10:01 – 10:21
6th Period 11:49 – 12:34 6th Period 10:24 – 10:44
HS Lunch 12:34 – 1:11 7th Period 10:47 – 11:07
(HS Lunch 37 min) 8th Period 11:10 – 11:30
9th Period 1:14 – 1:59 Lunch 11:30 – Noon
10th Period 1:59 – 2:44~~

~~8th Period 2:02 — 2:47~~

Section 1 - High School Bell Schedules 2020-21

<u>Regular Daily Schedule</u> (8:05 – 3:35)		<u>Noon Release Schedules</u> <u>Sept 11, 2020</u>	
1 st Period	8:05 - 8:52	1 st Period	8:05 – 8:55
2 nd Period	8:55 – 9:40	2 nd Period	8:58 – 9:46
3 rd Period	9:43 – 10:28	3 rd Period	9:49 – 10:37
4 th Period	10:31 – 11:16	4 th Period	10:40– 11:28
5 th Period	11:19 – 12:04	Lunch	11:31– 12:01
HS Lunch	12:04 - 12:41		
(HS Lunch - 37 min)		<u>Oct 9, 2020</u>	
7 th Period	12:44 - 1:29	5 th /6 th Period	8:05 – 8:55
8 th Period	1:32 – 2:17	7 th Period	8:58 – 9:46
9 th Period	2:20 – 3:05	8 th Period	9:49 – 10:37
Study Hall	3:08 – 3:35	9 th Period	10:40 – 11:28
		Lunch	11:31 – 12:01

Formatted: Font: 10 pt

Section 2 - Other Shortened Schedules

<u>Two Hour Late Start</u>	<u>1:00 Early Out</u>	<u>1:30 Wednesdays A/B</u>			
1 st Period	10:05 – 10:41	1 st Period	8:05-8:37	1st(A)/5th(B)	8:05 - 9:07
2 nd Period	10:44 – 11:18	2 nd Period	8:40 – 9:10	2nd(A)/7th(B)	9:10 - 10:10
3 rd Period	11:21 – 11:55	3 rd Period	9:13 – 9:43	3rd(A)/8th(B)	10:13 - 11:13
4 th Period	11:58 – 12:32	4 th Period	9:46 – 10:16	Lunch	11:13 - 11:57
Lunch	12:32 – 1:07	5 th Period	10:19 – 11:49	4th(A)/9th(B)	12:00 -1:00
5 th Period	1:10 – 1:44	7 th Period	11:52 – 11:22	Study Hall	1:03-1:27
7 th Period	1:47 – 2:21	8 th Period	11:25 – 11:55		
8 th Period	2:24 – 2:58	9 th Period	12:58 – 12:28		
9 th Period	3:01 – 3:35	Lunch	12:28 – 1:00		

Formatted: Font: 10 pt

Kimball Jr/Sr High

Section 3 - Junior High Bell Schedules 2020-21

<u>Regular Daily Schedule</u>		<u>Noon Release Schedules</u>	
<u>(8:05 – 3:35)</u>		<u>(Sept 11, 2020)</u>	
1 st Period	8:05 - 8:52	1 st Period	8:05 – 8:55
2 nd Period	8:55 – 9:40	2 nd Period	8:58 – 9:46
3 rd Period	9:43 – 10:28	3 rd Period	9:49 – 10:37
4 th Period	10:31 – 11:16	4 th Period	10:40– 11:28
JH Lunch	11:19 – 12:01	Lunch	11:31– 12:01
(JH Lunch - 37 min)			
6 th Period	11:56-12:41	<u>(Oct 9, 2020)</u>	
7 th Period	12:44 - 1:29	5 th /6 th Period	8:05 – 8:55
8 th Period	1:32 – 2:17	7 th Period	8:58 – 9:46
Study Hall	2:20 – 2:47	8 th Period	9:49 – 10:37
9 th Period	2:50 – 3:35	9 th Period	10:40 – 11:28
		Lunch	11:31 – 12:01

Section 4 - Other Shortened Schedules

<u>(Two Hour Late Start)</u>		<u>(1:00 Early Out)</u>		<u>(1:30 Wednesdays A/B)</u>	
1 st Period	10:05 – 10:41	1 st Period	8:05-8:37	1st(A)/5th(B)	8:05 - 9:07
2 nd Period	10:44 – 11:18	2 nd Period	8:40 – 9:10	2nd(A)/7th(B)	9:10 - 10:10
3 rd Period	11:21 – 11:55	3 rd Period	9:13 – 9:43	3rd(A)/8th(B)	9:13 - 10:13
Lunch	11:55 – 12:30	4 th Period	9:46 – 10:16	Lunch	10:13 - 11:57
4 th Period	12:33 – 1:07	5 th Period	10:19 – 11:49	4th(A)/9th(B)	12:00 - 1:00
5 th Period	1:10 – 1:44	7 th Period	11:52 – 11:22	Study Hall	1:03 - 1:30
7 th Period	1:47 – 2:21	8 th Period	11:25 – 11:55	*Students in Junior High sports will not have study hall on Wednesdays	
8 th Period	2:24 – 2:58	9 th Period	12:58 – 12:28		
9 th Period	3:01 – 3:35	Lunch	12:28 – 1:00		

Section 3 — Junior High Schedule

JH Regular Daily Schedule (8:05 – 3:35)			Noon Release JH Schedule		
1 st Period	8:05	8:52	1 st Period	8:05	8:26
2 nd Period	8:55	9:40	2 nd Period	8:29	8:49
3 rd Period	9:43	10:28	3 rd Period	8:52	9:12
Interventions	10:31	10:58	Interventions	9:15	9:35
4 th Period	11:01	11:46	4 th Period	10:05	10:32
JH Lunch	11:46	12:23	6 th Period	10:01	10:21
(JH Lunch 37 min)			7 th Period	10:24	10:44
6 th Period	12:34		8 th Period	10:47	11:07
	11:10	11:30	1:11	9 th Period	
7 th Period	1:14	1:59	Lunch	11:30	Noon
8 th Period	2:02	2:47			
9 th Period	2:50	3:35			

Section 4 — Junior High Shortened Schedules

(2 Hour Late Start)			(1:00 Early Out)		
1st Period	10:05	10:41	1 st Period	8:05	8:32
2nd Period	10:44	11:14	2 nd Period	8:35	9:02
3rd Period	11:17	11:47	3 rd Period	9:05	9:32
JH Lunch	11:47	12:17	Interventions	9:35	10:02
Interventions	12:20	12:50	4 th Period	10:05	10:32
4th Period	12:53	1:23	6 th Period	10:35	11:02
6th Period	1:26	1:56	7 th Period	11:05	11:32
7th Period	1:59	2:29	JH Lunch	11:32	12:00
8th Period	2:32	3:02	8 th Period	12:03	12:30
9th Period	3:05	3:35	9 th Period	12:33	1:00

Article 2 – School Day

Section 5 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The school district will also be using the ALERT NOW notification system for improved communications with parents and students during weather related issues and emergencies. Parents are asked to make sure they have updated their directory information including home, work, cell phones, or other numbers that they want messages delivered in case of an emergency or school cancellation.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-kindergarten, student activities). Announcements about other Nebraska school closings are included in Scottsbluff and Sidney radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

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

If the Kimball area is under an adverse weather warning at the time of dismissal, students will not be dismissed from school and the busses will not run until the weather warning has been nullified.

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather 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.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Kimball Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as

Article 2 – School Day

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

In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. **In certain situations, parents may not be allowed to enter the building and/or pick up their children.**

Section 6 Open-Closed Campus

All students are required to remain on campus during the school day, except Kimball Public Schools allows high school students, grades 9-12, to leave campus during lunch. This open campus privilege may be revoked by the administration for inappropriate behavior. Parents may also deny the open campus privilege by request. In addition, juniors and seniors with C's and above in all classes, no tardies, and no referrals to Homework Hour the previous week will be permitted to leave campus at the completion of 9th period in the current week.

Formatted: Superscript

|

Article 3 - Use of Building and Grounds

Formatted

Section 1 Entering and Leaving the Building

Beginning Of School: Students should not be on school grounds prior to 7:00 a.m. Students are to stay in the student center and are not to go to any other part of the building without permission. The hallways will remain off limits until 7:30 a.m. each morning.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, except for students who are permitted to leave for open campus lunch, students are to report to the school office.

End of School: Our regular school day ends at 3:30~~5~~ p.m. Make-up work, special help, assignment after school, club meetings, Homework Hour and other school activities begin at 3:40 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Section 2 Visitors

All visitors must report to the office, upon entering the school, to sign in, in order to receive a visitor's pass. Parents are welcome at any time, however, previous arrangements must be made with the Principal before visiting a classroom. Various limitations apply such as length of stay, days allowed, and access to the classrooms. All visitors must sign out in the office upon exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Students may request to bring an "outside date or guest" to a school activity such as a dance. However, the administration has the final authority to approve or deny any such request for any reason.

Section 3 Smoke-and Tobacco-Free Building

Kimball Public Schools declares all of our schools buildings to be smoke- and tobacco-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free building for our children. When you attend school events, including athletic events, please remember that our buildings are smoke- and tobacco-free and abide by our District's policy.

Section 4 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Article 3 – Use of Building and Grounds

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Missing or Torn Page:	50 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Section 5 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock issued by Kimball Public Schools. Students are required to pay a \$5 deposit for each combination lock. Students may not use their own personal combination lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Section 6 Searches of Lockers and Other Types of Searches

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, because school property is subject to search at any time by school officials. Periodic, random searches (including the use of a police dog) of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must 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 that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Article 3 – Use of Building and Grounds

Section 7 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

Section 8 Use of Telephone

Use of the office phone will only be allowed in an emergency or when a student is ill. There is a public courtesy phone available for student use. The courtesy phone is NOT to be used during class time unless approved by office personnel. Use of the phone is not an excuse to be tardy.

Section 9 Bicycles

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

Section 10 Vehicles

Vehicles must be parked in designated areas. Vehicle related violations may result in loss of privilege of driving or parking on school property. Vehicles are not to be driven to the auto and agricultural buildings unless given prior permission by the teacher.

Section 11 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 12 Lost and Found

Students who find lost articles are asked to take them to the office so the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

Section 13 Accidents

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

Article 3 – Use of Building and Grounds

Section 14 Laboratory Safety Glasses and Safety Equipment

As required by law, approved safety glasses and safety equipment will be required of every student and teacher and visitor while participating in or observing vocational, technical, industrial technology, science, and art classes when the risk of potential injury is present.

Section 15 Insurance

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

Section 16 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 17 Copyright and Fair Use Policy

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

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

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

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

Formatted: Left

|

Formatted

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors that will result in regular and punctual student attendance.

Section 2 Attendance and Absences

Absences From School - Definitions. An absence from school will be reported as:

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - (A) Attendance at a funeral or wedding,
 - (B) Illness that causes a student to be absent from school,
 - (C) Doctor or dental appointment that require student to be absent from school,
 - (D) Court appearances that are required by a court order,
 - (E) School sponsored activities that require students to be absent from school,
 - (F) Family trips in which student accompanies parent(s)/legal guardian(s),
 - (G) Other absences that have received prior approval from the Principal.
2. Unexcused Absences: An absence that is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Absence Procedure.

For excused absences, students must make up any missed assignments and/or tests within a one week time period or the student will receive a zero in the grade book. If requested, assignments will be prepared for students who are ill. If parents and/or students request assignments the school should be contacted by no later than 9 a.m. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent/guardian contact, the absence will be considered unexcused.

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

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 7 to 17 to attend school regularly without

lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism/Truancy. Students who accumulate five (5) absences in a semester shall be deemed to have "excessive absences/truancy." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. The principal will initiate an informational letter to the parent/guardian of the student at that time informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Additional letters will be sent to the parent/guardian when the student reaches 10 and 15 absences. When a student accumulates 20 absences in the school year, then the County Attorney may be notified and legal action may be taken against the parent/guardian. The student may also lose a credit hour

After 5 absences	--	1 st communication from principal
10 absences	--	Meeting may be scheduled to establish a collaborative attendance plan. Participants may include: the student, his/her guardian(s), the juvenile services coordinator, the principal, and the counselor
15 absences	--	Referred to the Juvenile Services Coordinator
20 absences	--	Notification of Kimball County Attorney (legal action may be taken)
21 st absence	--	Student may lose one credit hour

Upon the 10th day of absence, if the parent/guardian is not cooperating with the school, a meeting will be scheduled to establish a collaborative attendance plan for the student. After the 10th day of absence and no later than the 15th day, the meeting with parent/guardian and other stakeholders should have taken place. Upon the 15th absence, the matter will be turned over to the Juvenile Services Coordinator for more intensive interventions.

Upon the 20th absence, the County Attorney may be notified and legal action may be taken against the parent/guardian. Upon the 21st absence, the student May lose one credit hour and if this happens, arrangements need to be made between the student, his/her parent/guardian, and the principal to make up these credit hours.

Other actions stemming from excessive absenteeism/truancy may include:

1. One or more meetings can be held between a school attendance officer, school social worker, or another person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the Principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.

Formatted: Tab stops: 2.51", Left + 3.25", Centered

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

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the Principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

Section 3 Tardiness

~~Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for Channel One rings.~~

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Section 4 Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student’s parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

Section 5 Attendance is Required to Participate in Activities

Students must attend school ~~1/2 day~~^{5th} through 9th periods on the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. ~~Failure to attend in the afternoon on that day will result in a student being withheld from participation in the activity.~~ The Principal retains the right to grant participation should extenuating circumstances, such as doctor/dentist appointments and funerals, prevail. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Formatted: Superscript

Formatted: Superscript

Section 6 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the

Article 4 – Attendance Article 4 – Attendance

Formatted: Tab stops: 2.51", Left + 3.25", Centered

responsibility to contact teachers, initially, regarding make-up assignments. Assignments will be sent home for extended absences such as hospitalization or prolonged illnesses.

Section 7 Incentive Program

The purpose of the program is to reward students with near perfect attendance. Students who meet the criteria will have the option of taking a day off from school the following quarter. For example, a student who meets the criteria at the end of first quarter has the option of taking a day off from school second quarter. A student may earn a maximum of three days off from school. However, a student may not “stockpile” the days and take three days off from school fourth quarter nor use a free day during the last week of any given quarter.

Students are still responsible for quizzes, tests, and projects given during their “free day.” Students are also responsible for any assignment given prior to the “free day.” If you have any questions, check with your individual teachers ahead of time to avoid any confusion.

Students earn a day off from school if they meet the following criteria:

- Minimum 2.0 G.P.A. in every class for the grading period.
- No more than one absence in every class period for the grading period.
(School activities not included.)
- A student who misses any class period more than once is not eligible.

Students earn a half-day (four periods) off from school if they have no more than two absences in every class period and meet the 2.0 G.P.A. in every class criteria.

Formatted: Section start: Continuous

Article 5 - Scholastic Achievement

Formatted

Section 1 Grading System

Kimball Junior/Senior High School will use the letter grading system as follows:

Letter Grade	Percentage	G.P.A.
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	65 - 69	1.0
F	0 - 64	No Credit

- 1) Each teacher should define for students the grading procedures to be used in their classes.
- 2) A student must pass a prerequisite course with a 70% or better grade before advancing to the next course.

Section 2 Homework, Intervention Period, Study Hall and Homework Hour and Study Halls

- **Homework Policy** – All daily assignments must be completed. “Homework assignments are not optional for the students” (Make up and re-do work is always acceptable).
- **After School Help** – Teachers are available to students from 3:35 to 4:00 every day.
- **Late Work Policy:**
 - 1 Day Late90%
 - 2 Days Late.....80%
 - 3 Days Late.....70%
 - 4 Days Late.....65%
 - 5 Days Late..... 0%

It is up to teacher’s discretion to allow credit for late work after the four day limit, teachers can be more lenient, but not more strict than the policy.

Intervention Period – High School Any student who has a grade of “D” or below in any subject area will be required to attend a mandatory Interventions for the remainder of the week in order to get additional help in an effort to raise the students grade(s). Interventions will be approximately 30 minutes between 3rd and 4th periods; students are assigned to an Intervention Period based on their academic proficiency, as measured by the NWEA Map test or the NSCAS Test. Students who qualify will be notified and placed in an Intervention Period.

Study Hall

The purpose of Study Hall is to increase accountability, organization, academic success and make better connections with students. Study Hall will follow 9th period for high school students and precede 9th period for junior high students.

- Formatted: Indent: Left: 0.5", No bullets or numbering
- Formatted: Font: Not Bold
- Formatted: Indent: Left: 0.5", No bullets or numbering
- Formatted: Font: (Default) Times New Roman
- Formatted: Indent: Left: 0.25"
- Formatted: Font: 11 pt

Article 5 – Scholastic Achievement

1. Meetings during Study Hall

- a. Extra-Curricular groups are allowed to meet 2 days per week (Tuesdays and Thursdays at 3:20 pm)
- a. Meetings during Study Hall will start at 3:20 pm
- b. Must be scheduled on the calendar ahead of time by filling out a Google form Study Hall Meeting Request Form (Only 1 group per day will be approved except under special circumstances and with administrator approval.)
- c. Each group may only meet once per month during study hall
- d. Principal may make changes to this schedule at his/her discretion
- e. College reps can come any day at 3:20 pm

2. In order for students to get assistance from another teacher, students must have a pass from the classroom teacher or the classroom teacher will need to send the study hall teacher an email.

3. No study hall or Homework Hour on 12:00 pm and 1:00 releases. No study hall for junior high students participating in sports activities on Wednesday early releases.

4. All study halls will follow the same set of rules and all students will sign a form acknowledging that they have read those rules and will abide by them.

5. Students in study halls will receive 5 credits. Pass/Fail will show up on transcripts.

6. Juniors or Seniors who meet the following criteria may leave school following 9th period.

- C's or better in all classes.
- No tardies for the prior week.
- No Homework Hour submissions for the previous week.

Grade cut off will be determined by the grades posted for the Monday eligibility.

- **Mandatory Study Hall and/or Closed-Campus for Lunch** — Students who have missing, incomplete, or unacceptable work can be held after school and/or at lunch time in order to make-up work. As a last resort, the Principal will have the discretion to pull a student from a class for the purpose of completing assignments.

• **Homework Hour**

Homework hour is an after school program to assist students in successfully completing assignments in a timely manner. When students don't turn in a homework assignment on the due date, the teacher who assigned the homework will electronically submit the student for homework hour and verbally communicate directly to the student they have

Formatted

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Indent: Left: 0.75", First line: 0"

Formatted

Formatted: Font: (Default) Times New Roman

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.25"

Formatted: Font: (Default) Times New Roman

Formatted: Indent: Left: 0.75"

Formatted

Formatted

Formatted: Font: (Default) Times New Roman

Formatted: Indent: Left: 0.25"

Formatted: Font: 11 pt

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted: Font: (Default) Times New Roman

Formatted: Indent: Left: 0.25", First line: 0"

Formatted

Formatted: Indent: Left: 0.25"

Formatted

Formatted: Font: (Default) Times New Roman

Formatted: Indent: Left: 1", Tab stops: 0.75", List tab + Not at 0.5"

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.25"

Formatted

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: Not Bold

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Bold

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Indent: Left: 0.25"

Article 5 – Scholastic Achievement

earned homework hour on the same day as the due date. Homework hour will not be held on early dismissal days. When students are not in attendance at school and miss the opportunity to turn in assignments, the due date of an assignment will be in effect as stated in the absence policy.

- Homework Hour will be in room ? or ?
- Students that are assigned homework hour and skip will be assigned lunch detention.
- Students who skip multiple times will be assigned an In-school Suspension.
- Homework Hour will start at 3:35 and students will be dismissed after they have completed their assignment.
- Students not completing their homework will be expected to finish it by the time they arrive to class the next school day. If not, they will be assigned Homework Hour again.
- Students will get one free pass per semester when they are unable to attend Homework Hour. However, they are still expected to do the homework assignment and turn it in during the next day of school.
- The goal of Homework Hour is to hold students to a high standard by refusing to let them take zeros on their assigned work.
- Students are expected to do all assignments and hand in quality work determined by the teacher.
- When a student does not hand in an assignment, the teacher will use a Google form to assign that student to Homework Hour. The Google form will be set up to automatically generate an email at 3:05 that goes out to: the student, the parent, the study hall teacher, special education teacher, office staff, and head coach.
- Once a student has been assigned to Homework Hour, they must attend, even if they finish their work during the day. All Homework Hour students will need to check in, but they will be allowed to leave as soon as they hand in their work.
- Students will be responsible for bringing work to Homework Hour.
- Students who misbehave, are dishonest, or turn in unsatisfactory work will receive lunch detention.
- Extra-curricular practices or employment are not excusable reasons for students to miss Homework Hour.
- Students attending competitions will be expected to attend Homework Hour the following day if they don't have their assigned homework completed and handed in to the teacher the next school day.
- If parents call their student out of Homework Hour, the student will be assigned lunch detention the next day (unless they miss for an acceptable reason – e.g., doctor's appointment, funeral, or other reason deemed appropriate by the principal). If the student has a doctor's appointment or other approved reason for leaving, the student is still accountable for the missing assignment or will be assigned to Homework Hour the following day.

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Section 3 Graduation Requirements

In addition to the requirement to meet the academic requirements listed below, in order to receive the Kimball Public Schools diploma, students must also attend a minimum of eight (8) semesters of high school, such semester count to begin with the 9th grade of attendance.

English	40 credits – 4 years (English 9, 10, 11, & 12 required)
Science	30 credits – 3 years (Physical Science & Biology required)

Article 5 – Scholastic Achievement

Mathematics	30 credits – 3 years (Algebra & Geometry required)
Social Studies	340 credits – 34 years (Choose one between Geography, and World History, -American History, World History, & and Civics is required)
PE	10 credits – 1 year (9 th PE required)
Electives	110 credits

Formatted: Indent: Left: 0", Hanging: 1"

Total 260 Credits

The staff and administration strongly urge all college bound students to take four years of all core areas and foreign language.

Special adjustments to the above requirements may be made with administrative approval. For example, if a student has a doctor's note stating that he/she cannot take physical education, another class may be approved as a substitution.

High school credit may be awarded to junior high students enrolled in a high school course.

Formatted: Font color: Black

~~Classes, such as integrated algebra, completed in junior high, do not count towards graduation.~~

Only students who have met the prescribed graduation requirements established by the Board of Education will be permitted to participate in commencement exercises. In addition, all financial obligations must be paid and all disciplinary sanctions must be fulfilled prior to commencement exercises.

Section 4 Promotion and Retention

The professional staff at Kimball Jr./Sr. High School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Parent input will be considered but the Principal has the authority to make the final decision.

Section 5 Student Classification

10th Grade – Two semesters of attendance and a minimum of 60 semester hours.

11th Grade – Four semesters of attendance and a minimum of 120 semester hours.

12th Grade – Six semesters of attendance and a minimum of 180 semester hours.

Graduate – Eight semesters of attendance and a minimum of 240 semester hours.

Section 6 Promotion and Retention of Junior High Students

A student, who passes with a 70% or above, earns 5 credits per class per semester. ~~However, junior high credits do not count toward high school graduation.~~

For promotion to the 8th grade, students must earn at least fifty (50) credits during the year. Thirty (30) credits must be earned from the "core" classes – English, math, science, or social studies.

Article 5 – Scholastic Achievement

For promotion to the 9th grade, students must earn at least fifty (50) credits during the year. Thirty (30) credits must be earned from the “core” classes – English, math, science, or social studies.

Students will have the option of coming to summer school and/or completing correspondence classes during the summer at their expense to complete any deficiencies in these requirements. The Principal must approve all correspondence classes ahead of time and must be completed prior to the first day of classes the following school year.

Parent input will be considered but the Principal has the authority to make the final decision.

Section 7 Schedule Changes

Students needing schedule changes should notify the guidance counselor or principal. The principal or guidance counselor and teachers involved must agree to all schedule changes. However, the principal will make the final decision on all schedule changes.

Section 8 Progress Reports

Various supplemental reports may be sent to parents throughout the school year concerning student’s performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent at teacher discretion.

Section 9 Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student’s progress. Incompletes shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. (Teachers may give additional time at their discretion.) Failure to do so may cause the grade to change to a "NC" (No Credit). No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 10 Parent-Teacher Conferences

Parent-teacher conferences will be held this year ~~towards the end of the 1st and 2nd and 4th quarters, quarter and in the middle of 3rd quarter.~~ towards the end of the 1st and 2nd and 4th quarters. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Formatted: Superscript

Section 11 Principal’s Merit Roll

The purpose of the principal’s merit roll is to recognize those students who demonstrate academic excellence. The merit roll will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized if they meet the following criteria:

Article 5 – Scholastic Achievement

1. ~~M~~minimum 4.0 G.P.A. for the grading period.
2. ~~N~~o failing grades or incompletes.
3. ~~A~~ll class grades are figured the same for merit roll status except teacher aide and work experience
4. ~~M~~erit roll lists are published in the *Kimball Observer* each quarter.

Section 12 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. The merit roll will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized if they meet the following criteria:

1. ~~M~~minimum 3.0 G.P.A. for the grading period.
2. ~~N~~o failing grades or incompletes.
3. ~~A~~ll class grades are figured the same for honor roll status except teacher aide and
4. ~~W~~ork experience
5. ~~H~~onor roll lists are published in the *Kimball Observer* each quarter.

Section 13 National Honor Society

The National Honor Society chapter of Kimball Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.7 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership.

A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held (insert duration, e.g., "monthly") during the school year, and participation in the chapter service projects(s).

Article 5 – Scholastic Achievement

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Kristi Hiles-Smith.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction.
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Section 14 Junior High Sports/PE

Participation in sports for Junior High students at Kimball Public Schools is strictly voluntary. Students participating in a sport are required to attend the full duration of practice with their team. Junior High students not participating in a sport are required to attend a physical education class. When students are not participating in a sport (such as the times of the school year that fall between sport seasons) they are required to attend a physical education class.

Section 15 VALTS

Kimball Public Schools participates in an alternative education program known as Valley Alternative Learning Transitioning School or VALTS for short. This program is located in the HARMS Center on the

Article 5 – Scholastic Achievement

campus of WNCC in Scottsbluff. VALTS offers the same basic curriculum as a “mainstream” school but uses alternative delivery methods. Kimball currently has two seats in the VALTS Program.

In order to be considered for VALTS, a student must be a junior or senior, have earned an adequate number of credits to graduate within one year of their classmates, and cannot be on an Individual Education Plan (IEP). Students who are interested and meet the criteria, need to fill out an application packet, have their parent/guardian sign the application, and complete an interview with the building counselor and/or principal. Students will be selected for the VALTS program in accordance with policy. Upon successful completion of the VALTS Program, a student will also earn a Kimball Public Schools diploma. For more information and/or to be considered for the program please contact the Kimball Jr/Sr High School Counselor or Principal.

Article 6 - Support Services

Section 1 Special Education Identification And Placement Procedures

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms that have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

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

Reevaluation

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

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services that will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;

Article 6 – Support Services

2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services that might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child that are collected, maintained or used by the school district in providing educational services.

Article 6 – Support Services

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Kimball Public School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy (Board Policy 602.3) or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Kimball Public School District Offices.

Section 2 Guidance Services

The Kimball Public School District employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts.

Section 3 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. When students are sent home for a fever greater than 100°F they are to remain out of school for a minimum of 24 hours without fever reducing medication. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a

Article 6 – Support Services

physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR).

For non-prescription medication that must be given on a routine basis by school personnel, parents must complete form Med-B. School personnel can occasionally give non-prescription drugs, such as non-aspirin and antacid. Parents must have signed the Authorization form indicating what type of non-prescription medication can or cannot be administered to their student.

Students should not dispense any type of medication to another student.

School Health Screening

Children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates a BMI calculation at the seventh and tenth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination and Visual Examination

Evidence of a physical examination and vision examination by a qualified physician is required within 30 days of enrollment of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school office.

Immunizations

Immunizations against the following diseases are required for every child:

- measles • mumps • rubella • poliomyelitis • diphtheria • pertussis • tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine with one dose given on or after the 4th birthday.
- 3 doses of Polio vaccine.
 - ~~3 doses of DTP, DTaP, DT, or Td vaccine with one dose 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 one month or more.
 - ~~2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by one month or more.~~
- 2 doses of Varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had the varicella disease, they do not

Formatted: Indent: Left: 0", Right: 0", Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Superscript

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Tab stops: 0", Left + 0.5", Left + 1", Left + 1.5", Left + 2", Left + 2.5", Left + 3", Left + 3.5", Left + 4", Left + 4.5", Left + 5", Left + 5.5", Left + 6", Left

Article 6 – Support Services

need any varicella shots.

Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 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 must show proof of immunization upon enrollment in Kimball Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school.

Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement that is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Kimball Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.

Article 6 – Support Services

3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition.

For more information call the school nurse.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations .

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that

Formatted

Article 7 – Drugs, Alcohol, and Tobacco

appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Article 7 – Drugs, Alcohol, and Tobacco

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention:

The Kimball Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration:

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

Safe and Drug-Free Schools-- Parental Notice

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

Article 8 - Student Rights, Conduct, Rules and Regulations

Section 1 Student Conduct and Discipline Policies

Formatted: Bottom: 0.5"

The common goal of students, parents, faculty and administration of Kimball Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Kimball Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE KIMBALL PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part 1 Forms of School Discipline

Short-Term Suspension:

Students may be excluded by the Principal or the principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Kimball Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

Long-Term Suspension:

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student ~~who~~ on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to

the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with the law.
4. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as

educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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

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

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

Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but 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. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Part 2 Student Conduct

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

~~GG~~Grounds for Suspensions, Expulsion or Mandatory Reassignment:

The following conduct has been determined by the Kimball Board of Education or has the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing, selling, or dispensing, of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence: has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school for school purposes, or at a school-sponsored activity or school-sponsored athletic event.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
15. Dressing in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use. (Further dress code information is provided in a later section).
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

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

Part 3 Additional Student Conduct Rules:

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

Student Appearance Policy:

Students at Kimball Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

1. Clothing or jewelry that is gang related;
2. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants...etc.).
3. Any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing.
4. Clothing or jewelry that advertises, promotes, or makes references to beer, alcohol, tobacco, or illegal drugs;
5. Clothing or jewelry that could be used as a weapon (chains, spiked apparel...etc.) or that would encourage "horse-play" or that would damage property (e.g. cleats).
6. Head wear including hats, caps, sunglasses, bandannas, scarves, and hoods on sweatshirts.
7. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.
8. Coats and backpacks are to be kept in lockers during the day. Sweatshirts including hoodies are acceptable, however, hoods are not allowed on the head during school.
9. Sleepwear including pajamas and slippers.

Health laws require that shoes be worn at all times while in school.

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

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student may be sent home to change clothes or be provided with proper apparel. Continual violations of the dress code will result in disciplinary actions under the School's Disciplinary Point System. Further, in the event the dress code violation is determined to also

violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Harassment and Bullying Policy:

It is the policy of Kimball Public Schools that “bullying” type behavior is strongly discouraged. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

1. **Step One:** The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
2. **Step Two:** The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
3. **Step Three:** If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
4. **Step Four:** If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program—Levels.

Purpose: All students have the right to attend Kimball Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

- a) Level I: The guidelines for a Level I placement are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 7:45 a.m. each morning.
 - c. The student will eat on campus at an assigned table.

- d. The student will report to an assigned room at the end of the day, and will remain until 4:00 p.m. This will allow all other students to leave the school grounds in safety.
- b) Level II: The guidelines for this level are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 7:45 a.m. each morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m.
 - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
- c) Level III: This is a long-term assignment. The guidelines are listed below.
 - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

Inappropriate Public Displays of Affection (IPDA):

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Consequences for PDA are listed in the School's Disciplinary Point System.

Academic Integrity.

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

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

- b. **Definitions:** The following definitions provide a guide to the standards of academic integrity:
 - (1) **"Cheating"** means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) **Tests** (includes tests, quizzes and other examinations or academic performances):
 - (1) **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (2) **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or

- information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (3) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
- (4) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (1) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (2) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
- (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student’s real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher’s grade book or the school records is a serious form of cheating.
- (2) “Plagiarism” means to take and present as one’s own a material portion of the ideas or words of another or to present as one’s own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, ear buds/airpods, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers (other than school-approved devices), and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- c. Possession and Use of Electronic Devices.
 - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone

usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way. Consequences are listed in the School's Disciplinary Point System.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
 - (a) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
 - (b) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal

or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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

Dating Violence

Kimball Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Specific Rule Items:

The following ~~conduct~~ **additional rules will be enforced.** Violations may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have a pass with them.
- c. Food, candy, and drinks other than water are not allowed in the classrooms and hallways, except upon administrative approval. In addition, sack lunches are the only "outside" food allowed to be consumed during the day. Bottled water is allowed in the school, however, it is up to individual teachers as to whether it is allowed in his/her classroom.
- d. Students are expected to bring all books and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini-blinds or the windows.
- g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
- h. Students are to be in their seats and ready for class on the tardy bell.
- i. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- j. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- k. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- l. Snow handling is prohibited.

Law Violations:

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian. **Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296**

Formatted: Font color: Custom Color(34,34,34)

Formatted: Indent: Left: 0.5", No bullets or numbering

Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 603.08)

The Kimball Public Schools Board of Education recognizes that the use of electronic media, telecommunication and technology access is an important aspect of education. Therefore they authorize the Superintendent of Schools or his designees to direct, establish, and enforce regulations, forms, procedures, guidelines, and standards for the use of the school's resources in these and related areas.

These include, without limitation, computers and related technology equipment, all forms of E-mail or electronic communication, and the Internet. Neither staff nor students shall use school technology resources for school-provided access to the Internet for material that is obscene, violent in nature, or is pornography.

It is the intent of the Board to meet all the criteria relating to the Children's Internet Protection Act, and all other applicable laws.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate networked information resources order to offer material, which complies with Board guidelines listed in Board Policy 603.1 governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways, which point students to those ~~resources~~ which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. In addition, Kimball Public Schools utilizes software on all computers with access to the Internet as a means for monitoring access by minors as well as restricting Internet access to inappropriate websites. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

I. INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others

- Damaging computers, computer systems or computer networks Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing information that is obscene or inappropriate in content
- Using school resources to engage in "hacking", "cracking", or attempts to otherwise compromise any system and or its security
- Engaging in any illegal activities using school resources
- Using electronic mail, chat rooms, and other forms of direct electronic communications for personal purposes
- Providing personal information, such as full name, school, address, and telephone number outside the school network
- Using personal disks, CDs, USB drives, and other storage devices in school computers

II. SANCTIONS

1. Violations will result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- ~~3. 3.~~ When applicable, law enforcement agencies may be involved.

Formatted: Tab stops: 0.75", Left

Kimball Public Schools Electronic Mobile Device Policy and Procedures

The purpose of this policy is to provide understanding and define expectations for the care and use of Mobile Devices by all users.

The focus of the mobile device program at Kimball Public Schools is to provide tools and resources to the 21st Century Learner. The use of Mobile Devices in the classroom and at home enhances the development of personal skills related to collaboration, communication, creativity, critical thinking, organization and work ethic. Therefore, the integration of a variety of technological devices throughout the educational program is essential to the growth and preparation of students for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. The immersion of Mobile Devices does not diminish the vital role of the teacher as the greatest resource for our students. Mobile Devices are a tool, no different than a calculator, book or notebook, to be utilized for the improvement of the learning environment. The devices will allow the teachers to facilitate learning by increasing available resources and strategies used in the classroom.

The mission of Kimball Public Schools is assist students in developing the academic and social skills necessary to be successful citizens of our global community. The use of Mobile Devices facilitates this mission by providing additional resources and increasing the awareness of safety in an online environment. Digital citizenship and internet safety are primary concerns and are addressed in all disciplines.

The policies, procedures and information within this document apply to all Mobile Devices used in the Kimball Public School District, including all other devices considered by administration to fall under this policy. Teachers may set additional requirements for the use of such devices in their classroom.

TABLE OF CONTENTS

Mobile Device Specification3

Receiving and Check-in of Your Mobile Device3

Care of Your Mobile Device4

Using Your Mobile Device at School5

Managing Content and Saving Work6

Apps and Digital Books7

Acceptable Use8

Repairs and Replacement: Related Costs11

Other Mobile Devices That Remain at School12

BYOD (Bring Your Own Device)12

Mobile Device Student Pledge13

Mobile Device Agreement Form14

Mobile Device “Option Out” Form15

1. MOBILE DEVICE SPECIFICATIONS

Chromebook - Lenovo N23
Chromebook – Lenovo 100e

Restriction: No personal machines will be allowed in Kimball Public Schools without permission from building administration.

2. RECEIVING AND CHECK-IN OF YOUR MOBILE DEVICE**2.1 Receiving Your Mobile Device**

Mobile Devices will be distributed each fall during Kimball Mobile Device Orientation. Parents and students must sign and return the Mobile Device Acceptable Use and Student Pledge document before the Mobile Device can be issued to their child.

2.2 Mobile Device Check-in

Mobile device will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Kimball Public School District during the school year, the Mobile Device will be returned at the time of check out.

2.3 Check-in Fines

Individual school Mobile Devices and accessories must be returned to the KPS designated check-in site at the end of each school year.

Students who withdraw, are suspended or expelled, graduate early, or terminate enrollment for any other reason must return their individual school Mobile Device upon the date of termination. If a student fails to return the Mobile Device at the end of the school year or upon termination of enrollment at KPS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Mobile Device, or, if applicable, any fees that are deemed necessary. Failure to return the Mobile Device will result in a theft report filed with local law enforcement.

Furthermore, the student will be responsible for any damage to the Mobile Device, consistent with the District's Mobile Device Policy and must return the device and accessories to the designated check-in site in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Mobile Device.

3. CARE OF YOUR MOBILE DEVICE

Students are responsible for the general care of the mobile device that has been issued to them by the school. Mobile Devices that are broken or fail to work properly must be taken to the Technology Director for an evaluation of the device.

3.1 General Precautions

- Follow the Mobile Device and Kimball Public Schools Acceptable Use Agreements.
- Carefully insert/remove cords, cables and cards to avoid damage.
- It is the student's responsibility to keep the device charged for school each day.
- Students must keep the device and its case free of damage, while not in use.
- Stickers, or labels that are not the property of Kimball Public Schools shall never be attached to the mobile device.
- Kimball Public Schools labels should never be removed or tampered with.
- Food/drink is not recommended while using the Mobile Device.

3.2 Storing Your Mobile Device

Secure your Mobile Device at all times. Never leave the Mobile Device in an area that is unsupervised or unlocked, any vehicle (at home or at school), or with an un-trusted individual.

Unsupervised areas: (include but are not limited to)

- School grounds and campus.
- Lunchroom, computer lab, media center, locker rooms, unlocked classrooms, gymnasium, lockers, and hallways.

Any Mobile Device left in these areas is in danger of being **stolen**. A mobile device found in an unsupervised area will be turned in to the office or Technology Director. The student responsible for the device will attend a retraining session on the care and use of the device.

- When not using the Mobile Device, students should store the device in a locker or other secure location. Do not place items on top of the device.
- Students in athletics and activities must take care to ensure their Mobile Device is secured if they bring the device to practice or events.
- Secure locations for temporary storage include checking the device in with a teacher, media director, or office.

3.3 Transporting or Carrying Your Mobile Device

Care must be taken when placing the Mobile Device into backpacks, lockers, folders and/or workbooks to avoid placing pressure and weight on the Mobile Device screen.

3.4 Screen Care

The screens are particularly sensitive to excessive pressure placed on the screen and can be damaged if subjected to rough treatment.

- **No Cleansers** of any type should be used to clean the screen.
- Do not lean on the Mobile Device.

- Do not place anything near the Mobile Device that may press against the screen.
- Avoid dropping or “bumping” the Mobile Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen and/or other components.

4. USING YOUR MOBILE DEVICE AT SCHOOL

Mobile Devices are intended for use at school each day. In addition to teacher expectations for Mobile Device use, school messages, announcements, calendars and schedules may be accessed using the Mobile Device. Students must be responsible for bringing their Mobile Device to all classes, unless specifically instructed not to do so by their teacher.

4.1 Mobile Devices Left at Home

If students leave their Mobile Device at home, they are responsible for getting the course work completed as if they had their Mobile Device present. If a student repeatedly (3 or more times as determined by Teacher/Administrator) leaves their Mobile Device at home, they will be required to “check out” their Mobile Device from the Media Center for a specified period of time.

4.2 Mobile Device Undergoing Repair

Loaner Mobile Devices (if available) may be issued to students during the time that their device is under repair. Loaner devices will be issued on a first come first served basis.

4.3 Charging Your Mobile Device’s Battery

Students are responsible for bringing their fully charged device to school each day; therefore, the Mobile Devices need to be charged each evening. The Power Adapter that has been checked out with the device should remain at home and stored in a safe place where it will not be damaged or lost. The same charger that was issued to the student at check-out will be checked in with the device at the end of the year.

4.4 Screensavers/Background Photos

- Inappropriate or copyrighted media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action (including but not limited to loss of use of the device).

4.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Educational games may be allowed at teacher discretion. Gaming for the sake of personal amusement is prohibited.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action (including but not limited to loss of use of the device).
- The Mobile Device is owned by the Kimball Public School District; therefore, the Acceptable Use Policy governs the use of the device at all times.

4.6 Printing
Printing will be allowed on select printers at Kimball Jr/Sr High School.

4.7 Home Internet Access
Students are allowed to set up wireless networks on their Mobile Devices. This will assist them with Mobile Device use while at home. The Chromebooks have to be connected to a Wi-Fi connection in order to function.

5. MANAGING CONTENT AND SAVING WORK

5.1 Saving to the Mobile Device
Kimball Public Schools will not back up information. It is the student's responsibility to ensure that the work is not lost due to mechanical failure or accidental deletion. Mobile Device malfunctions are not an acceptable excuse for not submitting work.
It is the student's responsibility to manage the allotted Mobile Device storage space. If the Mobile Device storage space becomes full, the student will need to delete any personal item or App(s) to make room for school required items or App(s). Remember that photos, video and music use a high amount of storage space.

5.2 Network Connectivity
The Kimball Public School District makes no guarantee that their wireless network will be up and running 100% of the time. In the rare case that the wireless network is down, the District will not be responsible for lost or missing data. While connected to the District wireless internet, content will be filtered as it is for all devices connected on the District network. Parents will need to monitor content when students are working and connected off-site. Inappropriate content downloaded or browse/viewed on or off-site is unacceptable and subject to disciplinary action of the student. This would include non-educational games, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures.

6. APPS AND DIGITAL BOOKS

6.1 Kimball Public Schools Installed Apps

- The applications installed by Kimball Public Schools must remain on the Mobile Device in usable condition and be easily accessible at all times

- Kimball Public Schools personnel will determine adoption or discontinued use of Apps and reserve the right to remove apps and bear no responsibility for lost data when apps are removed.

6.2 Student Installation of Apps

- Students are not allowed to load Apps on their Mobile Devices.
- Students are responsible for managing their allocated storage availability on their Mobile Devices. Personal pictures, music, and/or movies may need to be removed to allow for needed storage on Mobile Devices.

6.3 Inspection

Students may be selected at random to provide their Mobile Device for inspection by administrators or members of the Technology Committee. Inspection of the device includes the physical condition of the device and content loaded onto the device. If requested, the student must provide the username and password to access their data. Damage, tampering, or inappropriate content will result in discipline or fines to the student.

6.4 Procedure for Reloading Apps

If technical difficulties occur, unauthorized or inappropriate apps are identified, the Mobile Device will be restored to original settings and Apps. The school does not accept responsibility for the loss of any applications or documents deleted due to a restoration.

6.5 App Upgrades

- Students are **NOT** allowed to update any of the Kimball Public Schools core Apps. Kimball Public Schools personnel will periodically update those core Apps.
- Students can update any of their personal Apps.

6.6 Digital Books

- Only school approved material (books, etc.) will be allowed on Mobile Devices.
- Presence of non-educational games, pornographic materials, inappropriate language, alcohol, drug, and gang related material or pictures will result in disciplinary actions.

7. **ACCEPTABLE USE**

These guidelines are provided here so that students and parents are aware of the responsibilities students and adults accept when they use Kimball Public School District owned Mobile Devices.

The use of the Kimball Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Kimball Public School District is not transferable or extendible, by students, to people or groups outside the district and terminates when a student is no longer enrolled in the Kimball

Public School District. If a person violates any of the User Terms and Conditions named in this policy or the Acceptable Use policy of the Student/Parent Handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

7.1 Parent/Guardian Responsibilities and Terms

- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the Mobile Device at home.
- Will make sure my child charges the Mobile Device nightly and begins the school day with a fully charged battery (Once per day unless the battery is near or fully discharged).
- Will make sure my child brings the Mobile Device to school each day.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet. Consider the use of Internet filters for home on-line networks.
- Will **NOT** attempt to repair the Mobile Device.
- Will report any problems or damage to the Mobile Device to the building administrator, teacher, and/or school technology director.
- Will report loss/theft of Mobile Device to school and proper authorities (police) within 24 hours if occurrence happens outside of school.
- Will **NOT** change or attempt to change the configuration of software or hardware.
- Will **NOT** remove any Apps or certificates on the Mobile Device except for personal Apps.
- Will **NOT** alter or remove the school device management certificates at any time.
- I agree to allow the school administration, teacher, or technology department to examine the device, Apps, and content at any time.
- I agree to make sure that the Mobile Device is returned to the school when requested and upon my child's withdrawal from Kimball Public Schools.
- Signing this agreement gives permission to the student to create online accounts under the Kimball Public Schools staff direction and guidance only for educational purposes.
- Should you want your student to opt out of having a Mobile Device, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

7.2 School Responsibilities

- Provide Internet and email access to its students during the school day.
- Utilize an Internet filter to block inappropriate materials as able on and off campus.

- Provide staff guidance to aid students in doing research and help assure student compliance to the Kimball Public Schools Acceptable Use policy, copyright adherence and digital citizenship training.

7.3 Student Responsibilities

- Read the Acceptable Use policy and discuss it with my parent/guardian.
- Use computers/devices in a responsible and ethical manner.
- Charge the Mobile Device nightly and begin the school day with a fully charged battery (Once per day unless the battery is near or fully discharged).
- Bring the Mobile Device to school every day.
- Make the Mobile Device available for inspection by an administrator, teacher or technology personnel upon request and provide the username and password.
- Obey general school rules concerning behavior and communication that apply to technology use. This means use of appropriate language in all communications.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Assist the Kimball Public School District in protecting our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity student accounts (Teacher Coursework).
- Follow all the timelines for collection of Mobile Devices at the end of the school year and as requested by District personnel.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Kimball Public Schools for any other reason must return their individual school Mobile Device on the date of termination.
- Report to teachers or technology personnel any malfunctioning Mobile Device or damaged device.

7.4 Student Activities Strictly Prohibited

- Illegal installation use of or transmission of copyrighted materials. If you are unsure, ask a teacher.
- Any actions that violate existing Kimball Public Schools policies or public law.
- Accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using external devices with the Mobile Device without prior approval from the administration.
- Accessing other student’s accounts, files, and/or data.

- Use of the school's Internet/email for financial or commercial gain or for any illegal activity.
- Giving out personal information (name, address, photo or any other identifying information), for any reason, over the Internet, including, but not limited to, setting up Internet accounts for personal use (chat rooms, EBay, email).
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to alter harm or destroy hardware, Apps or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage components of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Kimball Public Schools web filter through a web proxy or any other means.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to:
 1. Show a teacher or administrator immediately.
 2. Save a copy for the teacher/administrator.
 3. Delete the material from the device and/or storage **IN THE PRESENCE** of the teacher/administrator.
 4. Students are prohibited from sharing/forwarding any inappropriate material via email or through any other means of communication.
- Students will report loss/theft of device to parents, school and proper authorities (police) within 24 hours.
- Students **WILL NOT**:
 - Change or attempt to change the configuration or settings of managed devices. Any attempt will result in disciplinary action.
 - Attempt to repair, alter, or make additions to the Mobile Device.
 - Remove or attempt to remove Kimball Public Schools identification tags on Mobile Devices.
 - Deface device with any type of stickers or markings.
- Mobile Devices are **STRICTLY FORBIDDEN** to be used or powered on in bathrooms, dressing rooms, or locker rooms.

Violations of these prohibited activities will result in consequences as shown in Article 8 of the Kimball Jr/Sr High School Parent and Student Handbook.

7.5 Student Discipline

The discipline procedures in the Kimball Public Schools handbooks address serious and major offenses such as stealing and destruction of school or personal property, which apply to the Mobile Device. Depending on the seriousness of the offense,

students may lose Mobile Device and/or network privileges as well as being held for detention, suspension, retraining, or in extreme cases, expulsion.

Consequences in no particular order:

- Retraining of acceptable and responsible use.
- Conference with teacher and teacher documentation.
- Written or verbal warning and/or detention.
- Written or verbal contact with parents.
- Parent Conference with student.
- Suspension from Mobile Device use for 1-3 days or more due to repeat offenses.
- In School Suspension.
- Suspension from School.
- Expulsion
- Notification of outside agency and/or police with filing of charges where appropriate.
- Permanent loss of Mobile Device.

8. REPAIRS AND REPLACEMENTS: RELATED COSTS

8.1 Repairs or Replacement Costs

Students will be held responsible for **ALL** damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

Any damage to a mobile device due to vandalism, horseplay, etc. will result in disciplinary action and repair or replacement costs accrued by the person responsible for such damage.

Claim	
Lost Device	Full Replacement Cost Up to: \$350.00
Destroyed (total loss) device	Full Replacement Cost Up to: \$350.00
Stolen Device due to negligence	Full Replacement Cost Up to: \$350.00

Repairs	Full Repair Cost
---------	------------------

The Superintendent, Building Principal and/or Technology Director will determine if negligence was involved in the incident and will review each case. Fees may possibly be waived and/or payment plans will be accepted on merits of each case.

The school district will contact the designated vendor to send in devices that malfunction or receive damage.

9. OTHER MOBILE DEVICES THAT REMAIN IN SCHOOL

There are Mobile Devices owned by Kimball Public School District that will remain in the school at all times. These devices will be used as loaners during repair time and Kimball Public Schools will manage these devices in regards to restrictions and installation of apps and content.

- No student will be allowed to install apps or digital books on a loaned device..
- Students will follow all the guidelines in this Policy while devices are loaned out to the individual or classroom.
- Internet access may or may not be provided to these devices.
- Screen savers – no changes allowed.

10. BYOD (Bring Your Own Device)

Kimball Public Schools does not support a Bring Your Own Device program. Personal devices will not be supported, maintained, or repaired by the District or given access to the school wireless network.

Formatted: Indent: Left: 0.06", Right: 0", Space After: 1.75 pt, Line spacing: Multiple 1.08 li

Kimball Public Schools Student Pledge for Mobile Device Use

1. I will take good care of my Mobile Device.
2. I will never leave the Mobile Device unattended.
3. I will never loan out my Mobile Device to other individuals.
4. I will know where my Mobile Device is at all times.
5. I will charge my Mobile Device daily.
6. I will keep food and beverages away from my Mobile Device since they may cause damage to the device.
7. I will not disassemble any part of my Mobile Device or attempt any repairs.
8. I will protect my Mobile Device by only carrying it while in the case provided.
9. I will not place decorations (such as stickers, markers, etc.) on the Mobile Device.
10. I will not deface the serial number or District tags on any Mobile Device.
11. I understand that my Mobile Device is subject to inspection at any time without notice and remains the property of Kimball Public Schools.
12. I will follow the policies outlined in the Acceptable Use Agreement while in school and outside of the District grounds.
13. I will be responsible for all damage or loss of the Mobile Device that is caused by neglect or abuse.
14. I agree to return the Mobile Device and accessories in good working condition.
15. I will use appropriate measures to secure the Mobile Device when not in use.
16. I will use my Mobile Device in ways that are appropriate and acceptable to meet Kimball Public Schools educational expectations.

I agree to the rules and guidelines presented in the above document and promise to abide by these stipulations.

Student Name (Print)	
Student Signature	
Date	

Parent Name (Print)	
Parent Signature	
Date	

All students must return their Mobile Device and accessories at the end of each school year.

If a student transfers, is suspended or expelled, or terminates enrollment at KPS the

Formatted: Space After: 9.75 pt

Mobile Device and accessories must be turned in by the date of termination.

Kimball Public Schools
Mobile Device Agreement Form 2018-2019

Please print the following information:

Student Name	
Grade Level	
Parent/Guardian Name	

I agree that my student and I have read and will comply with all policies and procedures with the Kimball Public School District Mobile Device Policy. I understand that this policy covers one Chromebook device and accessories that are property of Kimball Public Schools for this student named on this form.

Student Signature

Parent/Guardian Signature

Date

Kimball Public Schools
Mobile Device “Option Out” Agreement

Formatted: Space After: 8 pt, Line spacing: Multiple 1.08 li

I DO NOT wish to allow my child to take the Mobile Device and accessories off school grounds. I do understand that students are held responsible for ALL school assignments, projects, assessments, etc. that may require technology use outside of the regular school day. I choose to provide this additional technology opportunity for my student with my personal home technology.

Student Signature	
Parent/Guardian Signature	

Student Signature

Parent/Guardian Signature

Date

Part 4 Reporting Student Law Violations

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Kimball Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Part 5 Disciplinary Point System – 100 Point Maximum

The purpose of the discipline point system is to:

- 1) Improve the educational environment for students, teachers, parents, and staff.
- 2) Inform students and parents of rules and policies
- 3) Record discipline violations in a systematic way

Parents and students must be made aware of any violation of school policies and procedures concerning behavior. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive learning environment.

The vehicle used to implement the discipline system is a point system. Each student will begin with zero points at the beginning of the school year. Each discipline action will carry a point value. If 100 points are obtained before the end of the school year, then the student will be recommended for expulsion and due process will be followed. The length of suspension or expulsion will carry over into the next semester/year if the semester or school year ends before the suspension or expulsion has been served

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

DEFINITIONS

Detentions – Time during the day (before school, at lunch, or after school) when a student is required to report to a specified area to make up time.

Disruption of School/Class/Assemblies – Examples include yelling, running, persistent talking, horseplay...etc.

Disruptive Objects – Tacks, whistles, rubber bands, etc.

Excessive Profanity/Vulgarity – A stream of profanity and/or gestures that become a major disruption.

Explosives, Fireworks, and Foul Substances – Any article containing an explosive or combustible substance (including fireworks) or foul offensive or injurious substances or compounds with intent to use the same against the person or property of another.

Expulsion – Refer to page 34 of this handbook.

Expulsion for Possessing a Firearm or Dangerous Weapon – Refer to page 37 of this handbook.

Students Expelled from Another School – Any student expelled from another school will not be allowed to enroll in Kimball Public Schools until the expulsion period has been enforced/fulfilled from the previous school.

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

False Alarm of Fire – Raising or creating any false alarm of fire in or to any buildings or part of any building structure or property of the school district by any means or manner.

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

Fighting – The act of quarreling (physical or verbal), which could or does result in bodily contact in or on school property, including any activity under school sponsorship.

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

Gross Misbehavior – Misbehaving that is totally beyond simple inappropriate behavior; overt behavior that threatens property or the safety and well-being of others including the promoting of fighting.

Harassment/Intimidation – Any act or threat by force or verbalization against another person.

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

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

Inappropriate Behavior/Gestures – Behavior on school grounds or school activities that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, etc.

Inappropriate Dress – Refer to Pages 37 & 38 in this handbook.

Indecent Exposure – Exposing yourself in the presence of other people.

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

In-School Suspension – A disciplinary action whereby a student is separated from class attendance, but is required to be at school.

Insubordination – Disregard for the authority of staff members and other adult employees.

Intimate Acts – Prolonged public display of affection or inappropriate public physical contact in the school setting or on school property.

Littering – To dump, deposit, place, throw, or leave litter in and upon school property other than in receptacles set aside for such purposes.

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

Long-term Suspension – More than five school days, but less than twenty school days.

Major Theft – Theft of property valued at or over \$20.00.

Mandatory Reassignment – Assignment to another educational setting.

Minor Vandalism – Vandalism of property or materials with a value of less than \$20.00.

Misuse of School Materials – Misusing and/or using school materials in an unauthorized manner (shop materials, home economics, food products, etc.). Also, writing or marking on desks, books, lockers, etc.

Physical or Verbal Assault – The act of initiating a violent, (physical or verbal) attack against another student on school property, on a school bus, or at a school event.

Plagiarize – To steal and pass off as one's own work, without crediting the source.

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

Possession/Use of Tobacco – Using and/or the possession of tobacco products (smoking and chewing) is not permitted on school property or at school activities/events.

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

Public Display of Affection – Refer to page 40 of this handbook.

School Property – This is defined as any building, buildings, and part of any building, structure, land, or property of the Kimball School District.

Sexting - The act of sending sexually explicit messages or photos electronically; primarily between cell phones.

Sexual Harassment – Refer to Article 10, Section 3 of this handbook.

Short-term Suspension – Up to and including five (5) school days.

Spitting – To eject saliva or objects coated with saliva from the mouth.

Theft – The act of acquiring and/or being in possession of the property of another without consent.

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

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

Unauthorized Games in School – Gambling, poker, etc.

Unlawful Intimidation of School Authority – Interfering with administrators, teachers, or other school personnel by force or violence.

Verbal/Physical/Written Threat to Teacher/Staff – Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity – Defined as offensive, lewd, or obscene.

Category 0 – 0 points (Discipline forms sent to the office)

- Teacher discipline for minor offenses – Teacher may issue detentions for the first two offenses
 - 1st Offense** – Teacher/Student private conference
 - 2nd Offense** – Teacher will contact parent or guardian
 - 3rd Offense** – Referred to Principal (3-day class suspension – time made up after school)
 - 4th Offense** – Referred to Principal (Placed in appropriate category)

Category N (Nuisance Items) – 5 points

- Nuisance items include, but are not limited to: personal stereos, cell phones, laser pointers...etc.

1st Offense – Item confiscated until the end of the day.

2nd Offense – Item confiscated and parent/guardian must come to the school and pick up the item in person.

3rd Offense – Same as 2nd offense and the student will be assigned detention time.

4th Offense – Same as 2nd offense and the student will receive either ISS or OSS

Category I – 5 points

- Public display of affection
- Failure to keep locker clean
- Littering
- Profanity/Vulgarity
- Inappropriate dress
- Excessive Tardies (Groups of five)
- Other

1st Offense – Conference with the Principal

2nd Offense – Detention

3rd Offense – 1-day in-school suspension

4th Offense – 1-day out-of-school suspension

Category II – 10 points

- Skipping class*
- Academic dishonesty
- Disorderly conduct
- Inappropriate cafeteria behavior
- Leaving school grounds without permission
- Lying
- Misuse of school material and equipment
- Disorderly conduct on school bus
- Refusal to participate in class
- Other

1st Offense – Detention

* **1st Offense skipping** – Detention or ISS for each class skipped

2nd Offense – 1-day in-school suspension

3rd Offense – 1-day out-of-school suspension

4th Offense – 2-day out-of-school suspension

5th Offense – 3-day out-of-school suspension

Category III – 15 points

- Possession of indecent material and/or “sexting message”
- Disruption of school/class
- Disruption of assemblies or programs
- Inappropriate behavioral gestures
- Disruptive objects
- Excessive Profanity/Vulgarity
- Refusal to serve detention and/or skipping detention
- Other

1st Offense – 1-day in-school suspension

2nd Offense – 2-day in-school suspension

3rd Offense – 2-day out-of-school suspension

4th Offense – 3-day out-of-school suspension

5th Offense – 5-day out-of-school suspension

Category IV – 20 points

- Possession or use of vape products or tobacco (smoking or chewing) on school grounds
 - Careless driving/endangerment
 - False Calls
 - Forgery of notes
 - Minor vandalism
 - Minor Theft
 - Disrespect to staff
 - Other
- 1st Offense** – 1-day out-of-school suspension
2nd Offense – 2-day out-of-school suspension
3rd Offense – 3-day out-of-school suspension
4th Offense – 5-day out-of-school suspension

Category V – 25 points

- Gross misbehavior
 - Harassment/Intimidation
 - Major Theft
 - Verbal Assault
 - Insubordination
 - Fighting
 - Other
- 1st Offense** – 3-day out-of-school suspension
2nd Offense – 3-day out-of-school suspension
3rd Offense – 5-day out-of-school suspension

Category VI – 30 points

- Indecent exposure
 - Intimate acts
 - Students who send or encourage another to send a “sexting” message
 - Open and persistent defiance of authority
 - Vandalism
 - Threatening behavior: written, verbal, or physical to staff members
 - Sexual harassment – verbal
 - Other
- 1st Offense** – 5-day out-of-school suspension
2nd Offense – 5-day out-of-school suspension
3rd Offense – 10-day out-of-school suspension

Category VII – 50 points

- Extortion
- False fire alarm
- Possession of weapon other than firearm (police will be called)

- Alcohol/Drug possession or use (police will be called)
- Possession or use of vape pods/cartridges containing THC (police will be called)
- Physical assault
 - 1st Offense** – 5-day out-of-school suspension
 - 2nd Offense** – Recommended Expulsion

Category VIII – 100 points

- Arson
- Bomb threat
- Physical assault on a staff member
- Possession and/or use of explosives
- Use of any instrument as a weapon
- Excessive vandalism
- Possession of a firearm
- Alcohol/Drug selling
- Physical sexual harassment
- Other
 - 1st Offense** – Recommended Expulsion

Part 6 Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment longer than 5 days.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said 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 or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.

- (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment 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.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Kimball Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the

student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations that require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Part 7 Positive Behavior interventions and Supports (PBIS)

Kimball Jr/Sr High School and Mary Lynch Elementary Schools are PBIS Schools with the established umbrella goals of: **Respect, Responsibility, Effort,** and **Safety.** Various areas of the school are targeted

and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way. The following are a list of the expectations for Kimball Jr/Sr High School:

Area of the School	Respect	Responsibility	Effort	Safety
Classroom	<ul style="list-style-type: none"> * Use good manners: eye contact & active listening * Use or practice positive communication skills (verbal & non-verbal) 	<ul style="list-style-type: none"> * Homework and assignments completed & returned on time * Come prepared to learn - Bring all materials to class * Push in chairs & clean up your area before leaving 	<ul style="list-style-type: none"> * <u>Be on time</u> and use class time productively * Follow along, ask questions, participate in discussions, & study * Be willing to come in before or after school for extra help 	<ul style="list-style-type: none"> * Stay seated with all four chair legs on the floor * Use safe lab practices and appropriate behavior
Hallway	<ul style="list-style-type: none"> * Use appropriate language and acceptable volume * Maintain personal space * Keep food and drink in the student center 	<ul style="list-style-type: none"> * Use time wisely and get to class on time * Clean up after yourself; use trash cans * While class is in session, you need a pass to be in the hallway 	<ul style="list-style-type: none"> * Keep lockers clean and organized * Walk with a purpose; get to where you need to be 	<ul style="list-style-type: none"> * Keep hands and feet to yourself * WALK in the hallways

Article 8 – Student Rights, Conduct, Rules and Regulations

Area of the School	Respect	Responsibility	Effort	Safety
Student Center	<ul style="list-style-type: none"> * Use appropriate language and acceptable volume * Honor the dress code 	<ul style="list-style-type: none"> * Push in your chairs when leaving * Clean up after yourself; use trash cans 	<ul style="list-style-type: none"> * Take care of the facility * Keep food & beverages (other than water) in the student center 	<ul style="list-style-type: none"> * Keep hands and feet to yourself * Sit in chairs appropriately
Route Bus	<ul style="list-style-type: none"> * Follow all directions given by the bus driver * Keep hands and feet to yourself 	<ul style="list-style-type: none"> * Clean up your area before leaving the bus 	<ul style="list-style-type: none"> * Make an effort to respect the transportation being provided 	<ul style="list-style-type: none"> * Find a seat and remain in that seat * Feet on the floor and face forward
Cafeteria and Lunch	<ul style="list-style-type: none"> * Use good manners; say "please" and "thank you" * Use appropriate language and acceptable volume 	<ul style="list-style-type: none"> * Clean up after yourself; use trash cans * Please put silverware in the soapy water 	<ul style="list-style-type: none"> * Use good listening skills with the kitchen staff * Please keep all food and drink in the eating area 	<ul style="list-style-type: none"> * Keep hands and feet to yourself Make sure you clean up any spills
Entrance	<ul style="list-style-type: none"> * Use appropriate language and volume * Keep pathways to the doors clear * Respect others' personal space 	<ul style="list-style-type: none"> * Keep the area clean and free of obstacles * Play games on the grass area 	<ul style="list-style-type: none"> * Make a positive first impression to our visitors * Be courteous and use proper manners * Create a positive and friendly environment 	<ul style="list-style-type: none"> * Keep hands and feet to yourself * Use railing appropriately * Refrain from throwing objects
Weightroom	<ul style="list-style-type: none"> * Respect neighboring classrooms * Respect teachers, coaches, sponsors, & other lifters * Play appropriate music at appropriate volume 	<ul style="list-style-type: none"> * Return equipment to the proper location * Report broken equipment and clean equipment after using 	<ul style="list-style-type: none"> * Take care of the facilities & equipment * Clean up after yourself * Follow your program and LIFT with a purpose 	<ul style="list-style-type: none"> * Approved adult sponsor must be present * Use proper lifting techniques and safety guidelines * Don't know, Ask
Activity Bus	<ul style="list-style-type: none"> * Follow all directions given by the bus driver * Keep hands and feet to yourself 	<ul style="list-style-type: none"> * Clean up your area before leaving the bus * Make sure all beverages have a lid 	<ul style="list-style-type: none"> * Be on time * Make an effort to respect the transportation being provided 	<ul style="list-style-type: none"> * Stay in your seat except to use trash can * Take off your shoes before putting your feet on the seats * At least one sponsor will sit in the back of the bus
Auditorium	<ul style="list-style-type: none"> * Respect presenters by being attentive and quiet * Unless authorized by staff, food and drink stay outside 	<ul style="list-style-type: none"> * Please turn off and put away electronic devices * Leave to use the restroom only at appropriate times * Clean up your area before leaving 	<ul style="list-style-type: none"> * Be on time and sit in the appropriate seats * Make an effort to respect the facility; treat it as a valuable asset 	<ul style="list-style-type: none"> * Use the aisles to get from point A to point B * Sponsors will sit among the students

Article 8 – Student Rights, Conduct, Rules and Regulations

Area of the School	Respect	Responsibility	Effort	Safety
Locker Room	<ul style="list-style-type: none"> * Respect the personal property of other people * Respect the school facilities * Respect personal space 	<ul style="list-style-type: none"> * Use a school padlock and keep your locker locked * Use appropriate language and volume 	<ul style="list-style-type: none"> * Pick up your area * Keep your locker clean and organized * Get in and out of the locker room efficiently * Dress and shower quickly 	<ul style="list-style-type: none"> * Wash gym clothes on a weekly basis * Be careful on and around wet floors * Use appropriate behavior
Restroom	<ul style="list-style-type: none"> * Walls and Stalls should remain graffiti-free 	<ul style="list-style-type: none"> * Double check that toilet flushed * Make sure water is turned off * Return to class when finished 	<ul style="list-style-type: none"> * Keep the restroom neat and clean for others * Report any problems to the office 	<ul style="list-style-type: none"> * Wash hands with soap and water * Keep hands and feet to yourself
Gym Class	<ul style="list-style-type: none"> * Use good manners * Practice positive communication skills (verbal & non-verbal) * Treat equipment appropriately 	<ul style="list-style-type: none"> * Come prepared to participate * Return all equipment to proper storage * Clean up area before leaving 	<ul style="list-style-type: none"> * Be on time * Follow along and ask questions * Participate and give maximum effort 	<ul style="list-style-type: none"> * Use equipment properly * Follow rules and use appropriate behavior
Gym Activities	<ul style="list-style-type: none"> * Stay seated in the gym and watch the activity * Practice positive communication skills (verbal & non-verbal) 	<ul style="list-style-type: none"> * Practice good sportsmanship * Clean up your area before leaving 	<ul style="list-style-type: none"> * Demonstrate positive school spirit * Be a good spectator 	<ul style="list-style-type: none"> * Use stairs and WALK in the bleacher area * Avoid walking on the floor during game time * Use appropriate behavior
Parking Lot	<ul style="list-style-type: none"> * Respect vehicles and personal property of others * Respect school grounds * Avoid noise pollution 	<ul style="list-style-type: none"> * Driving is a privilege - follow all driving laws * Keep speeds under 10 mph * Use designated parking spaces * Put trash in appropriate receptacle 	<ul style="list-style-type: none"> * Take initiative to greet guests appropriately * Work to keep the parking lot clean & tidy 	<ul style="list-style-type: none"> * Stay out of the path of moving vehicles * Socialize in appropriate areas
Stadium	<ul style="list-style-type: none"> * Respect participants, spectators, coaches, and officials * Practice positive communication skills (verbal & non-verbal) * Respect the facilities 	<ul style="list-style-type: none"> * Practice good sportsmanship * Put trash in appropriate receptacle 	<ul style="list-style-type: none"> * Demonstrate positive school spirit * Be a good spectator 	<ul style="list-style-type: none"> * Use stairs & WALK in the bleacher area * Refrain from throwing items over the stadium * Use appropriate behavior
Wrestling Room	<ul style="list-style-type: none"> * Respect coaches, sponsors, and athletes * Respect individuals' physical abilities and limitations 	<ul style="list-style-type: none"> * Use only proper footwear * Follow through with personal hygiene 	<ul style="list-style-type: none"> * Take care of the facilities and equipment * Come prepared to work and improve 	<ul style="list-style-type: none"> * approved adult sponsor or coach must be present * Use mat and equipment for intended purpose * Clean and disinfect properly after use

Article 8 – Student Rights, Conduct, Rules and Regulations

Area of the School	Respect	Responsibility	Effort	Safety
Library	<ul style="list-style-type: none"> * Use good manners * Use appropriate language and volume 	<ul style="list-style-type: none"> *Push chairs in when leaving and pick up your area * Take care of the equipment and books * Return books on time and undamaged *Bring a pass with a stated purpose 	<ul style="list-style-type: none"> * Come prepared to use time wisely * Ask for help if you need it * Take care of library facility 	<ul style="list-style-type: none"> * Stay seated with all four chair legs on the floor * Keep hands and feet to yourself
Detention	<ul style="list-style-type: none"> * Use good manners * Use appropriate language and volume * Listen and follow teacher's directions 	<ul style="list-style-type: none"> * Bring homework to work on * Push in chairs and clean up your area before leaving 	<ul style="list-style-type: none"> * Be on time at 3:40 and use your time productively * Check in with the teacher so time can begin 	<ul style="list-style-type: none"> * Stay seated with all four chair legs on the floor * Keep hands and feet to yourself

Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules, and Regulations

Section 1 Extra-Curricular programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Kimball Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Section 2 Activity Philosophy

Activities are considered an integral part of the school’s program of education and provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students’ educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District’s philosophy is also to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event or prior to releasing the student with the parent/guardian. The note should be given to the Principal, Activities Director, or their designee. Only those people involved with the activity will be allowed to travel in the school vehicle.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body’s bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Formatted: Normal

Section 3 Activity Code of Conduct

This activity code of conduct is supplemental to the Kimball Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Kimball Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the calendar year.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. 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.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (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. In addition,

“possession” of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in “possession” of the items as well). Because of the complexity of this issue, “possession” will be determined on a case-by-case basis.

9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. 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.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Kimball Public Schools buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
25. Any form of Hazing. Under LB710, students can also be prosecuted under a Class II Misdemeanor.

Drug (including tobacco), Alcohol, and Weapons Violations

Students who are found to be in violation of sub-paragraphs 8, 9, or 18 of the above conduct rules shall be subject to the following disciplinary action. Consequences will be doubled if the violation occurs on school grounds, at a school function or event, or in a school vehicle.

1. First Violation –
Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 20 (twenty) calendar days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.
2. Second Violation – Students may select Option A or B. (Only A for Weapons Violations)
Option A: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 40 (forty) calendar days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student.

-- OR --

Option B: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 20 (twenty) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.

-- AND --

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 counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extra-curricular activities for the full forty days and four activities. All costs associated with the program are to be borne by the students parent or guardian.

3. Subsequent Violations – Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Kimball Public Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.

2. Prior to the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard ~~with-to~~ the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a Hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for at least half a day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Section 4 Random Drug Testing Policy for Students in Grades 7-12

POLICY STATEMENT

The Board of Education for Kimball Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- To provide for the health and safety of all students;
- To undermine the effects of peer pressure by providing legitimate reasons for students to refuse use of illegal drugs and/or alcohol;
- To identify students who use illegal drugs and/or alcohol; and
- To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

DEFINITIONS

TPA: A Third Party Administrator, which shall use a certified laboratory in testing of samples.

Drugs: Any substance considered illegal by state or federal law, including but not limited to the Nebraska Uniform Controlled Substances Act, 28-401 *et seq.*, or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol and any "look alike" substances, drugs, or paraphernalia. This policy is intended to cover the maximum amount of substances permitted by law.

Drug Program Coordinator: Designated school officials who help administer the drug testing program and communicate with Third Party Administrator and Parents.

MRO: Medical Review Officer.

School Year: From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which case it shall include the first day of practice through and including the last day of classes or the last day of the activity in the school year.

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Kimball Public Schools, which shall include the following:

Basketball	Cheerleading	Cross Country	Instrumental Music	Vocal Music
Golf	Dance Team	Football	Flag Corps/Drill Team	FFA
Manager	Student Trainer	Honor Society	One Act Play	Marching Band
Quiz Bowl	Musical/Play	Speech	Yearbook/Publications	Wrestling
Track	Volleyball	Student Council	Academic Decathlon	

Participant and Participant Pool: Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form EXHIBIT A and returning said signed consent form to the Activities Director. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the high school Activities Director. A participant may be subject to testing at any time during said 365 day period. Any student who tests positive will continue to be tested through the summer as a “Participant” if that student desires to participate in extracurricular activities in the following school year. A student may be removed from the testing pool if he/she has quit or been cut from an activity and a request form is signed by the student and his/her parents to be dropped. This must occur prior to being selected for testing in order to be removed from the testing pool of students. However, students may volunteer to remain in the pool even though he/she are no longer involved in the activity.

Sample Collection: Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

Drug Program Administrator: The Board will choose a Third Party Administrator (TPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a “Student List,” compiled by the district. The TPA, by use of a SAMHSA certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

Medical Review Officer “MRO”: Kimball Public Schools will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the TPA.

Scope of Tests: The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol, unless otherwise permitted by law and the district's student discipline policies, rules, and regulations. The results of drug tests pursuant to this policy will not be documented in any student’s academic records, unless otherwise required by law or district policy. Information regarding the results of drug tests will not be disclosed to criminal or juvenile

authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student’s custodial parent or legal guardian will be notified as soon as possible by the district.

DRUG SCREENING

General Policy: Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

Prohibitions: All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system unless otherwise prescribed by a licensed physician. This includes all “look alike” substances, paraphernalia, and any other such item. The district will not screen items which appear to be in violation of this policy. If a student has a question as to whether a substance, item, or any other thing may be subject to this policy, the student should ask the principal or activities director.

Alcohol Use/Possession: All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

After School Hours Conduct:

After-school-hours use of drugs, alcohol, or any other prohibited substances is not permitted. This includes all “look alike” substances or items of any kind. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

Procedure:

All Current Students Participating in Extracurricular Activities or Students That Have Voluntarily Been Placed in the Pool at the Request of Their Parent/Guardian

Random Testing

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

Consent

Each student wishing to participate in any extracurricular activity and the student’s custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district’s drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

Removal From the Random Testing List

Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, students may volunteer to remain in the pool even though he/she are not part of the activity.

Summer Testing. There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months under the guidelines established herein. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

Testing Procedures

General Guidelines

The Board shall rely, when practical, on the guidance of the Medical Review Officer in developing a consistent collection and testing protocol.

Substances

Substances that students participating in extracurricular activities may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines, without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

Testing Procedure

The Board reserves the right to utilize breath, saliva, urinalysis, and any other testing procedures permitted by law. Urine and oral fluid samples which screen positive will be confirmed by GC/MS.

Collection Sites.

The Drug Program Coordinator will designate a collection site(s) at Kimball Public Schools where individuals may provide specimens.

Collection Procedures

The Board and the TPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the TPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable.

Return of Results

The TPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the

telephone. The DPA shall then promptly tell the principal of the high school which student(s) tested positive.

Request for Retest

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

Positive Results: Whenever a student's test results indicate the presence of any of the substances prohibited (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Kimball Public School Activities Director (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

First Positive Test upon lab confirmation:

DPC & Principal meeting with parent/s and student;

The Student is notified of suspension from competitions in all extracurricular activities for at least 20 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

******(Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension)******

Second Positive Test (Grades 7-12):

DPC & Principal meeting with parent/s and the student;

The Student is notified of suspension from competitions in all extracurricular activities for at least 40 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

******(Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension)******

Third Offense (Grades 7-12):

DPC & Principal meeting with parent/s and student;

The Student is notified of suspension from competitions in all extracurricular activities for at least 60 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

** (Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension)**

Fourth Positive Test (Grades 7-12):

DPC meeting with the parent/s and student;

Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Kimball Public Schools.

SELF-REPORT OPTION:

If a student voluntarily reports, prior to being selected for random testing, to the coach, sponsor, activities director or principal within three (3) school days of the rule violation, the consequences for first and second violations will be reduced. In the case of a first violation, the suspension would be reduced to 10 days and one (1) activity. A second violation would be reduced to 20 days. This applies to first and second offenses only.

Refusal to Submit to Drug Use Test: A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy (including counseling requirements or recommendations), shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 12 months from the date of the violation and qualifies as a positive test.

Adulteration/Substitution: A participating student found to adulterate/substitute a sample or with paraphernalia that would be used in an attempt to adulterate/substitute a specimen will be treated as a positive test.

Prescription Drug Error: A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these

requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district.

Further errors ruled positive by the MRO will constitute the actions listed above.

Appeal: A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Record Keeping and Confidentiality: All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from Kimball Public Schools, or one year after his/her class graduation.

SEVERABILITY

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

Section 5 "Team Selection" and "Playing Time"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 6 Academic Grade Standard for Activities Participation

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Maintain passing grades in all classes. Any student having a grade of D or lower when grades are checked is ineligible to participate in extra-curricular activities until the student has worked his/her way off the eligibility list. The period of ineligibility runs Wednesday through Tuesday. A preliminary grade will be calculated on Monday and a final grade on Tuesday. Also, any student who fails a class during the first or third quarter will automatically be deemed ineligible for the first week of the following quarter.

Any student who is ineligible can obtain an eligibility check form from the Jr/Sr High School Office. The student then must have all his/her teachers sign the form and return it to the AD. The eligibility check form needs to be returned to the AD the same day it is issued or a new form will need to be obtained. Once this process is completed, the student will be deemed eligible immediately provided they are not failing any classes and the eligibility check form has been turned in the day before the activity.

Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as prom.)

2. Eligibility requirements shall not apply to:
 - a. Instructional field trips which are a part of the scheduled course learning experience;
 - b. Activities or events which are a part of the student's grade requirements.

3. Each Interventionstudy hall Teacher will notify each ineligible student weekly.

Section 7 School Dances/Parties (Including Prom)

- All school sponsored parties and dances must be scheduled through the Activities Director and/or Principal at least one week in advance of the desired date.
- Proper conduct and behavior will be expected at school sponsored parties and dances. All school policies and discipline procedures will apply.
- Unless approved by the administration, Junior High Students will not be permitted at High School social activities including but not limited to Homecoming, Winter Formal, and Prom. Also, High School Students will not be permitted to attend Junior High Social Activities.
- Out-of-school dates must be registered and approved by the High School Office ahead of time. Individuals 21 years of age and older will not be approved to attend. A student who brings a guest is responsible for their guest's behavior.
- The sponsors for each dance/party will establish a time limit where the doors will be locked and there will be no further admittance to that particular function.
- Once a student arrives at a dance/party and the doors have been closed, he/she may not leave the confines of the building or entrance area and be re-admitted.
- The school eligibility policy will be in effect for all dances/parties.

Section 8 Student Fees Policy (Board Policy 501.06 and 501.07)

The Board of Education of Kimball Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The Board realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. *[In other special cases where the parent/guardian requests that the student be exempted from charges, the Superintendent shall determine granting of waivers.]* No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;

4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice. Students may rent school-owned band equipment for \$30 per year if available.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The Superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs;
- Summer school or night school.

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

The Superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The Superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities;
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

Formatted: Bulleted + Level: 1 + Aligned at: 0" + Indent at: 0.25"

Formatted: Indent: Left: 0", Hanging: 0.38", Bulleted + Level: 1 + Aligned at: 0" + Indent at: 0.25"

The Superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures [to avoid the direct handling of fees; for the handling of fees] for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

Formatted: Indent: Left: 0", Hanging: 0.38", Bulleted + Level: 1 + Aligned at: 0" + Indent at: 0.25"

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually in August at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

The Kimball Public 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 curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

Industrial Technology Classes	\$30
Art Classes	\$30
Family and Consumer Science Classes	\$30

Formatted: Left: 1", Right: 1", Bottom: 0.5"

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. Upon request, 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 activity card <i>Covers admission to all extracurricular events</i>	\$30.00
National Honor Society	\$30.00
Freshman Class Dues	\$30.00
Sophomore Class Dues	\$30.00
Junior Class Dues	\$30.00
Senior Class Dues	\$30.00

Cheerleading, Drill Team, Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.00
Football	Students must provide their own football shoes, undergarments, and mouth guards
Golf	Students must provide their own golf shoes, undergarments and clubs
Softball and Baseball	Students must provide their own shoes, gloves, and undergarments
Track, Volleyball, Wrestling and Basketball	Students must provide their own shoes and undergarments
National FFA Organization	Students must purchase their own jackets and pay dues of \$30.00

6. Post-Secondary Education Costs.

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

7. Transportation Costs.

The district may 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 \$25.00.

8. Copies of Student Files or Records.

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

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

The district may 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 \$100.00.

10. Participation in Summer School or Night School.

The district may 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 \$100.00.

11. Charges for Food Consumed by Students.

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

The maximum dollar amount charged by the district for the breakfast and lunch programs will be established by the Board of Education.

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 s maximum dollar amount charged will be \$100.00.
Swing Choir	Students must purchase outfits and shoes selected by the sponsor a student group. The maximum dollar amount charged by the distric materials will be \$200.00

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. 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 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.

Article 10 - State and Federal Programs

Formatted: Top: 1"

Section 1 Notice of Nondiscrimination

It is the policy of the school district that all students shall have an opportunity to use all of the programs and services they are eligible for as a means for individual educational growth. The board supports the delivery of the education programs and services to students free from discrimination on the basis of their race, color, religion, sex, disability or national origin. This concept serves as a guide for the board and employees in making decision relating to school district facilities, employment, and selection of educational materials, equipment, curriculum, and regulations affecting the students. Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, shall be directed to the superintendent or his designee.

Section 2 Designation of Coordinator(s)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Kimball Public Schools, 901 S Nadine, Kimball, NE 69145, (308) 235-2188.

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

Section 3 Anti-discrimination & Harassment Policy

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

Preventing Harassment and Discrimination of Students.

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

Article 10 – State and Federal Programs

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

Complaint and Grievance Procedures:

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

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

Article 10 – State and Federal Programs

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

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

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

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

Section 5 Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to

Article 10 – State and Federal Programs

inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student’s name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

Article 10 – State and Federal Programs

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

Section 6 Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act of 2001 requires Kimball Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Kimball Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Kimball Public Schools will comply with any such request.

Section 7 Notice Concerning Staff Qualifications

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Kimball Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 8 Student Privacy Protection Policy

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

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

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section

Article 10 – State and Federal Programs

headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student).

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Article 10 – State and Federal Programs

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

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

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

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

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

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

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

Article 10 – State and Federal Programs

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

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

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

Section 9 Parental Involvement Policy (Board Policy 1001.02)

Pursuant to LB 1161, it shall be the policy of the Kimball Public Schools to involve parents in the schools while acknowledging the rights of parents to have access to the schools, and information about testing, curriculum, programs, and their own child.

The Kimball Schools shall seek to involve and inform parents in ways, such as but not limited to, the following:

- Scheduled parent-teacher conferences.
- Serving on strategic planning committees.
- Serving on classroom or other topical committees.
- Sponsoring and inviting parents to special educational seminars/presentations.
- Encouraging parental visits in school.
- Opening our school to parents to attend school activities and having special recognition nights for parents.
- Using parents to help sponsor on class trips or activities.
- Continuing to promote our teacher evaluation component, which has provisions for making and logging parent contacts by the teacher.
- Publish annually a report to parents & patrons.

In addition, the district acknowledges certain rights parents/guardians shall have relative to accessing information regarding the school, its materials, its curriculum, testing data, and the parent/guardian’s individual child’s performance and records. These rights shall be as follows:

1. As provided by federal law, parents may access all records pertaining to their children who are under the age of 18. For children who are over the age of 18, access may be with the agreement of the student.
2. Parents may check out for a period of 14 days copies of available textbooks used in the curriculum of the Kimball Public Schools. Such books must be returned in substantially the same condition as

Article 10 – State and Federal Programs

when they were borrowed. If books are damaged beyond use, the cost for new replacement shall be assessed.

3. Parents may review curriculum documents, media materials, and other such materials during the regular working hours. Notice of five working days to provide such materials for review shall be required. Board of Education Policy shall govern complaints relative to the appropriateness of instructional materials, and procedures and forms for parents to request the reconsideration of instructional or media materials will be provided.
4. Upon written request, within three days, submitted to the building principal by the parent/guardian, children shall be excused from specific surveys, standardized testing, instructional sessions, or other school experiences which the parent or guardian finds as objectionable. The request shall include the reason or reasons the parent or guardian finds the material to be objectionable. An alternative lesson or assignment may be provided in appropriate situations where a child would be excused from a specific instructional session, or survey, or standardized test.
5. Parents may upon any reasonable advanced written request, upon a school provided form, attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with a legitimate school interest.
6. A standardized testing program to meet requirements of state standards and assessments is established for the district. School wide results of the standardized testing programs are part of the annual report to parents and patrons. In addition, a parent report is provided to the student's parent/guardian which provides the individual student profile and data as to the student's test performance. Test data is also recorded in the student's cumulative record. Upon request by the parent/guardian, the district will provide a time and date upon which a parent may review a sample of the test.
7. This policy shall be adopted following a formal public hearing and reviewed on an annual basis and either altered or reaffirmed by the board following a public hearing.

Section 10 Homeless Students Policy (Board Policy 502.08)

Students defined by state law, as homeless children, shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished under the same guidelines applying to other students.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school district 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 to jointly develop an education program for the child.

Article 10 – State and Federal Programs

Section 11 Breakfast and Lunch Programs (Board Policy 801.01)

The Kimball Public Schools shall offer a Food Service Program in each of its buildings that may include both a breakfast and a lunch program.

The Food Service program is intended to offer wholesome, well-balanced meals that are within the guidelines set forth by the Food and Nutrition program under the Department of Education.

The Board of Education shall set the cost for meals offered in the program, and shall annually review the lunch prices set for the program. The program's goal is to be a self-sufficient program. However, general fund support will be provided to the program when in the determination of the Board such support is needed to sustain the program, and the amount determined shall be set into the annual school district budget.

The program shall have a Food Service Director recruited and hired by the Superintendent of Schools, and will work directly under the Superintendent of Schools. The director of the program shall have the responsibility to hire personnel and oversee the total operation of the program to make certain that all guidelines are met as set forth by the Food and Nutrition program under the Department of Education.

The Food Service Director shall meet and confer with the building principals and the Superintendent of Schools on a regular basis to plan and ascertain that the program is meeting overall school goals and objectives.

Free- and Reduced Priced Meals

A program of Free-Reduced priced meals shall be offered in the district for those students who shall qualify as per the guidelines set for by the government under the direction of the Food and Nutrition program.

Requirements and guidelines under this program shall be strictly adhered to including eligibility requirements, notifications, anonymity of those receiving the meals, and nondiscrimination. Responsibility for this program is under the Food Service Director. Parents/guardians of children who feel their application for Free-Reduced meals has been denied unfairly, may appeal such decision on the part of the Food Service Director directly to the Superintendent of Schools.

FREE OR REDUCED PRICE BREAKFAST AND LUNCH MEALS FOR NEEDY CHILDREN

(Board Policy 801.02)

National School Lunch Program regulations require that lunches be provided for needy pupils when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the school district policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free "Meals for Needy Children" and how an appeal may be filed for an adjustment in the decision with respect to their application. This information and an application form will be provided whenever a new pupil is enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this **public release will be made available** upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

Article 10 – State and Federal Programs

1. Free or reduced price breakfasts and/or lunches will be provided for all pupils who qualify on the basis of financial need.
2. There shall be no discrimination in the furnishing of meals to students (because of race, religion, source of income, etc.).
3. The anonymity of pupils receiving assistance under this policy shall be protected. The names of these pupils will be treated in a confidential manner. They will use the same tickets for milk and meals and will obtain these in the same manner and place as do all other children.
4. Requests for free meals, reduced price meals, which have been denied may be appealed to the superintendent.
5. Records of pupils receiving assistance will be kept in each school. A monthly report will be submitted to the district office where records for audit purposes will be maintained.
6. Eligibility for the "Meals for Needy Children" program will be based on the following:
 - a. Emergency Situations
A child's statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.
 - B. Objective Standards of Need
Eligibility for assistance, other than that for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the district.
 - C. Priority to Neediest Families
If it is not possible for the district to meet all requests for free or reduced price meals, priority shall be given to those children from families whose income is lowest on the scale regardless of source of income.
7. If school authorities feel that a family's financial situation has changed, and the pupils are no longer eligible for free/reduced meals, a hearing procedure will be used by the Superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free/reduced meals until the conclusion of the hearing procedure.

Collections of Meal Funds (Board Policy 801.03)

The Administration of the Kimball Public Schools shall make every effort to collect the funds due to the district for individual student expenditures or charges for breakfast, lunch or other foods sold to the student from the Food Service Program.

School personnel are directed to withhold student report cards when the student's meal account is in the negative at least \$5.

The Superintendent is directed to develop procedures to implement this policy.

Collections of Meal Funds—Administrative Procedures (Board Policy 801.04)

Annually all parents will be provided with a copy of the Free and Reduced Lunch Application and encouraged to complete the application and submit it to the Food Service Director if they believe that they qualify under the guidelines provided.

Article 10 – State and Federal Programs

At the end of the first week of school, the Food Service Director will review the list of family meal accounts and cross-reference it with last year's list of families who qualified for Free or Reduced meals. Another application will be sent to all families who qualified last year but have not yet submitted a new application. The application form will be accompanied by a letter requesting that the parent complete and submit the application. A copy of that letter will be placed in a file, thereby demonstrating the district's efforts.

To keep families or individuals up-to-date on meal account balances a monthly mailing will be done to inform them of the account balance. School personnel will contact the parent by phone when a family meal account reaches a negative balance of \$100 to inform them that their student(s) will not be allowed to charge on the family account. The parent must send daily funds to pay for school lunch or send a lunch to school with their child until the negative account balance has been cleared. In situations where parents fail to respond to payment requests, the district will file a claim for payment in Small Claims Court or turn those accounts over to a collection agency for processing.

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.

**RECEIPT OF 2019-2020 PARENT-STUDENT HANDBOOK
OF KIMBALL JR./ SR. HIGH SCHOOL**

Formatted

This signed receipt acknowledges that the 2019-20 Parent-Student Handbook of Kimball Junior/Senior High School is accessible on the Kimball Public Schools website www.kpslonghorns.org or a hard copy can be requested at the high school office. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules and school board computer policy 603.08. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING KIMBALL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Student's Name (Please Print Neatly)

Parent or Legal Guardian's Name (Please Print)

Within Ten Calendar Days Of Receiving This Information, Please Return To:

High School Office
Kimball Junior/Senior High School
901 South Nadine
Kimball, NE 69145
Phone: (308) 235-4861 or FAX: (308) 235-4128

**MARY LYNCH
ELEMENTARY SCHOOL**

PARENT-STUDENT

HANDBOOK

2020-2021

“Better Together”



TABLE OF CONTENTS

Foreword	4
Section 1 Intent of Handbook	4
Section 2 Members of the Board of Education:	4
Section 3 Administrative Staff:	4
Section 4 Teaching Staff	5
Section 5 Support Staff	6
2020-2021 School Calendar	7
Student Fees and Athletic Passes	8
Article 1 – Mission, Vision and Goals	9
Section 1 School Mission and Vision Statements:	9
Section 2 Goals and Objectives:	9
Section 3 Mutual Respect:	10
Article 2 - School Day	10
Section 1 Daily Schedule	10
Section 2 Severe Weather and School Cancellations	10
Section 3 Open-Closed Campus:	11
Section 4 Preschool Program Plan	11
Section 5 After-School Program – ELITE – Empowering Longhorns Inspires Tomorrow's Excellence	11
Article 3 - Use of Building and Grounds	12
Section 1 Entering and Leaving the Building	12
Section 2 Visitors	12
Section 3 Smoke-Free Environment	12
Section 4 Care of School Property	13
Section 5 Searches	13
Section 6 District Wide Access Control System and Video Surveillance	13
Section 7 Use of Telephone	14
Section 8 Bicycles	14
Section 9 Student Valuables	14
Section 10 Lost and Found	14
Section 11 Accidents	14
Section 12 Insurance	14
Section 13 Bulletins and Announcements	15
Section 14 Copyright and Fair Use Policy	15
Section 1 Attendance Policy	15
Section 2 Attendance and Absences	15

Section 3 Tardiness	18
Section 4 Leaving School	18
Section 5 Attendance is Required to Participate in Activities	18
Section 6 Make-up Work	18
Article 5 - Scholastic Achievement	18
Section 1 Grading System	18
Section 2 Promotion, Retention	19
Section 3 Progress Reports	19
Section 4 Report Cards	19
Section 5 Parent-Teacher Conferences	19
Section 6 Honor Roll	19
Section 7 Additional Academic Opportunities	19
Article 6 - Support Services	20
Section 1 Special Education Identification and Placement Procedures	20
Section 2 Guidance Services	22
Section 3 Restorative Practice	22
Section 4 Health Services	23
Article 7 - Drugs, Alcohol and Tobacco	26
Section 1 Drug-Free Schools	26
Article 8 – Student Conduct	29
Section 1 Short-Term Suspension	29
Section 2 Long-Term Suspension	30
Section 3 Expulsion	30
Section 4 Emergency Exclusion	31
Section 5 Other Form of Student Discipline	32
Section 6 Student Conduct Expectations	32
Section 7 Grounds for Short & Long Term Suspensions, Expulsion or Mandatory Reassignment	32
Section 8 Additional Student Conduct Expectations and Grounds for Discipline	35
1. Student Appearance	36
2. Academic Integrity.	37
3. Electronic Devices	40
Section 9 Inappropriate Public Displays of Affection (IPDA)	43
Section 10 Law Violations	44
Article 9 - Due Process Procedure	45
Article 10 - Harassment and Bullying Policy	49
Article 11 - Network, E-Mail, Internet and Other Computer Use Rules	50

Article 12 - Positive Behavior Interventions and Supports (PBIS)	57
Article 13 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations	58
Section 1 Student Fees Policy	58
Article 14 - State and Federal Programs	60
Section 1 Notice of Nondiscrimination	60
Section 2 Designation of Coordinator(s)	60
Section 3 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	60
Section 4 Notice of Concerning Staff Qualifications	61
Section 5 Breakfast and Lunch Programs	61
Section 6 Kimball Public Schools Wellness Policy	65
Section 7 School-Parent Learning Compact	67
Section 8 Title 1 Parent and Family Engagement Policy	68
RECEIPT OF 2020-2021 PARENT-STUDENT HANDBOOK	71

Mary Lynch Elementary School Student Handbook

Foreword

Section 1 Intent of Handbook

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

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

Section 2 Members of the Board of Education:

<u>Name</u>	<u>Contact Information</u>
Travis Cook	tcook@kpslonghorns.org
Clint Cornils	ccornils@kpslonghorns.org
Heather Norberg, President	hnorberg@kpslonghorns.org
Matthew Shoup	mshoup@kpslonghorns.org
Carrie Tabor, Secretary/Treasurer	ctabor@kpslonghorns.org
Lynn Vogel, Vice-President	lvogel@kpslonghorns.org

Section 3 Administrative Staff:

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Telephone</u>
Trevor Anderson	Superintendent	tanderson@kpslonghorns.org	308-235-2188
Danielle Reader	Secondary Principal	dreader@kpslonghorns.org	308-235-4861
Jamie Soper	Elementary Principal/Special Education	jsoper@kpslonghorns.org	308-235-4696
Deb Bourlier	Administrative Assistant	dboulier@kpslonghorns.org	308-235-4696
Harold Farrar	Business Manager	hfarrar@kpslonghorns.org	308-235-2188
Kristy Hanks	Administrative Assistant	khanks@kpslonghorns.org	308-235-2188

Section 4 Teaching Staff

<u>Name</u>	<u>Grade</u>	<u>Email</u>
Sarah Lewis	Guidance Counselor/Media Specialist	slewis@kpslonghorns.org
Victoria Ingram	Pre-Kindergarten	vingram@kpslonghorns.org
Denelle Klosterman	Kindergarten	dklosterman@kpslonghorns.org
Cassady Malm	Kindergarten	cmalm@kpslonghorns.org
Rachel Lashmett	First Grade	rlashmett@kpslonghorns.org
Kelli Patterson	First Grade	kpatterson@kpslonghorns.org
Katie Fryda	Second Grade	kfryda@kpslonghorns.org
Mark Head	Second Grade	mhead@kpslonghorns.org
Lani Heeg	Third Grade	lheeg@kpslonghorns.org
Miah Fonder	Third Grade	mfonder@kpslonghorns.org
Jamie Murdoch	Fourth Grade	jmurdoch @kpslonghorns.org
Ben Ferguson	Fifth Grade	bferguson@kpslonghorns.org
Kaitlin Knaub	Fifth Grade	kknaub@kpslonghorns.org
Bernie Walker	Sixth Grade	bwalker @kpslonghorns.org
Kevin Kilgore	Sixth Grade	kkilgore@kpslonghorns.org
Justin Mohr	Special Education	jmohr@kpslonghorns.org
Heidi Chesley	Special Education/Assessment Coordinator/Spec. Ed Coordinator	hchesley@kpslonghorns.org
Judy Walker	Title 1	jwalker@kpslonghorns.org
Beth Brown	Speech Pathologist	bbrown@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Kristi Hiles-Smith	Music/Band	khsmith@kpslonghorns.org
Jacob Hoffman	Music	jhoffman@kpslonghorns.org
Dane Wurdeman	Physical Education	dwurdeman@kpslonghorns.org

Section 5 Support Staff

<u>Name</u>	<u>Position</u>
Bill Richards	Custodian
Doug Rogan	Custodian
Amanda Hargreaves	Paraprofessional
Julia McGinnis	Paraprofessional
Pam Hayden	Paraprofessional
Marcie Munieo	Paraprofessional
Amber Schadeegg	Paraprofessional
Trista Wurdeman	Paraprofessional
Laura Klenda	Paraprofessional
Cindy Rasmussen	Paraprofessional
	Paraprofessional
Star Harvie	Library Assistant
Vicki Kaczar	Cook
Terry Pedelio	Cook
Caitlin Tabor	After School Director

2020-2021 School Calendar

- I will copy the calendar on this page for the ML handbook.

Student Fees and Athletic Passes

2020-2021 Fees

MEAL FEES

Breakfast	K-6	\$1.90
	7-12	\$2.15
	Reduced	\$.40
	Adult	\$2.60
Lunch	K-6	\$2.90
	7-12	\$3.15
	Reduced	\$.50
	Adult	\$3.75
After School Program	K-12	FREE
	Adult	\$3.75

ATHLETIC PASSES

Student (K-12) (Maximum of \$50.00 per Family)	\$20.00
One Adult	\$40.00
One Adult w/Children (Family Pass)	\$50.00
Two Adults	\$65.00
Two Adults w/Children (Family Pass)	\$75.00

Senior Adult Passes are free to those 62 & over that request one.

Article 1 – Mission, Vision and Goals

Section 1 School Mission and Vision Statements:

Welcome to Kimball Public Schools!

The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

The mission of Kimball Public Schools is to educate every student for a lifetime of success.

Our school system vision is to provide all students with excellent instruction in every classroom that reflects our commitment to ensuring all students learn at high levels.

At Kimball Public Schools we believe:

- Seek out and use evidence based practices that support student learning.
- Embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- Enhance the collaborative team as the fundamental structure to improve instructional practices.
- Provide a guaranteed curriculum that meets or exceeds the state standards.
- Provide daily classroom formative assessment of student achievement to monitor progress.
- Ensure high expectations to inspire high levels of student learning.
- Support continuous learning and ongoing professional development for our educators.
- Enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.
- Promote strong partnerships with parents and provide parents with the information to support their children's learning.

Section 2 Goals and Objectives:

The goals and objectives of Mary Lynch Elementary School are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extracurricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

Section 3 Mutual Respect:

The Kimball Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Article 2 - School Day

Section 1 Daily Schedule

The starting and dismissal time for Mary Lynch Elementary School:

- 7:40 A.M. Breakfast Served
- 8:10 A.M. Classes Begin
- 3:15 P.M. Prek-1 Dismissal – Monday through Friday
- 3:20 P.M. 2-6 Dismissal – Monday through Friday

Students are not to enter the building until 8:00 A.M. unless they are attending the breakfast program. However, in the event of adverse weather conditions, students will be permitted to enter the building.

Section 2 Severe Weather and School Cancellations

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

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Sidney and Scottsbluff radio and Scottsbluff television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

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

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be

marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather 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.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Kimball Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

If the Kimball area is under adverse **weather WARNING** at the time of dismissal, students will **not be** dismissed from school and the busses **will not run** until the weather warning has been nullified.

Section 3 Open-Closed Campus:

All students are required to remain on campus during the school day, except when Kimball Public Schools receive written parent permission for their son/daughter to leave campus during lunch.

Section 4 Preschool Program Plan

Kimball Public School's Preschool promotes a positive self-concept for each child. Our preschool is focused on developing the whole child. We encourage each child to think, reason, question and experiment every day. Our curriculum is closely tied to the K-12 curriculum and based on the Nebraska State Standards. All students will be assessed using Teaching Strategies GOLD.

Preschool Times:

Monday-Friday

Morning Session: 8:15 a.m. to 11:15 a.m.

Afternoon Session: 12:15 p.m. to 3:15 p.m.

Home Visits

Home visits are a requirement for Rule 11. Each student will have 2 home visits per school year. The preschool teacher will schedule the visits with the families at the beginning of each semester.

Section 5 After-School Program – ELITE – Empowering Longhorns Inspires Tomorrow's Excellence

ELITE will operate on school grounds four (4) days per week, Monday through Thursday, directly after school, 3:20 p.m. to 6:00 p.m. beginning August 24th, 2020. ELITE will provide students with the opportunity for educational enrichment as well as assistance with daily homework. We will offer a free nutritious snack and meal that meets the requirements of the USDA National School Lunch Program.

Article 3 - Use of Building and Grounds

Section 1 Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 7:40 a.m. During fair weather conditions students can enter the building at 8:00 a.m. During bad weather the entrance will be open by 7:30 a.m. for students to enter the building. Students are to stay in the gym and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:20 p.m. Make-up work, special help, and assignment after school, club meetings, and other school activities begin at 3:30 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

After School Program: Our 21st Century After School Program (ELITE) will provide students additional educational support time outside the regular school day through engagement in student-centered opportunities aligned to school day learning objectives.

Pick Up and Drop Off of Students at Mary Lynch

Our purpose is to provide an environment that is safe for all students arriving and leaving school. All students traveling by bus will load and unload on the south side of the Mary Lynch Modular. This area is paved and designated by signs.

All students traveling by car will load and unload on 6th street and in the driveway. The areas will be designated by signs as well as adults at each crosswalk. We discourage you from dropping off your child at any other location around Mary Lynch.

All students walking to and from school will be encouraged to use the crosswalks on 6th street.

Section 2 Visitors

All visitors must report to the office upon entering the front doors of the Mary Lynch Elementary building to sign in, in order to receive a visitor's pass. Parents are welcome at all times, however previous arrangements need to be made with the principal if wanting to visit a classroom or staff member. It is usually best practice if your visit is of relatively short duration approximately 30 minutes or less. This visit is not to be used as a conference with a teacher during school hours. You may make arrangements for conferences before or after school or when a teacher has set a regular scheduled conference time. Please sign in/out at the office upon entering/exiting the front entrance to the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Section 3 Smoke-Free Environment

Kimball Public Schools declares all of our schools buildings to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our buildings are smoke and tobacco-free and abide by our District's policy.

Section 4 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Missing Page or Torn Page	50 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school reports and final grades.

Section 5 Searches

Student 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, because school property is subject to search at any time by school officials. Periodic, random searches of desks, computers and other such property may be conducted at the discretion of the administration.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must 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 (that is, "nuisance items") may be removed from student possession.

Section 6 District Wide Access Control System and Video Surveillance

The safety and security of the District's students, staff, physical space and assets is a shared responsibility of all members of the KPS community. In order to meet this obligation, Kimball Public Schools has installed and implemented a district wide access control system with updated procedures for access to facilities. To best facilitate the use of this system, the district has in place procedures for access to facilities. All district facility external doors will be locked during regular school hours. Access-control privileges are determined and assigned by district/school administration based on the specific needs and requirements of the District and the key/card holder. All visitors, parents, vendors and those without

access privileges will be required to request access via audio/video intercom, state purpose for access request and be checked in the main offices. Detailed procedures for requesting and granting access are published in school handbooks and the district website at a future date.

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

Section 7 Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a public courtesy phone available for student use at Mary Lynch Elementary. The courtesy phone is NOT to be used during class time. Use of the phone is not an excuse to be tardy to class.

Section 8 Bicycles

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

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 10 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 11 Accidents

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

Section 12 Insurance

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

Section 13 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 14 Copyright and Fair Use Policy

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

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

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

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

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All

absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

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

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

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

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Absence Procedure.

For excused absence, you will have one week to make up the work missed. If you have more than one excused absence in a week, you will still only have 5 days to make up the required work missed. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 9:00 a.m. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent/guardian contact, the absence will be considered unexcused.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. The principal will initiate an informational letter to the parent/guardian of the student at that time informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Additional letters will be sent to the parent/guardian when the student reaches 10 and 15 absences. When a student accumulates 20 absences in the school year, then the County Attorney will be notified and legal action may be taken against the parent/ guardian. The student may also lose a credit hour.

- After 5 absences -- 1st communication from the principal
- 10 absences -- 2nd communication from the principal – referral to Juvenile Service Coordinator. Establish a collaborative attendance plan.
- 15 absences -- 3rd communication from the principal – revisit attendance plan with JSC and parents.
- 20 absences -- Notification of the Kimball County Attorney (legal action may be taken)
- 21st absences -- Student may lose one credit hour

Upon the 10th day of absence, a letter from the principal’s office will be sent to the parent/guardian of the student requiring that they contact the principal to set up a meeting. After the 10th day of absence and no later than the 15th day, the meeting with parent/guardian and the principal should have taken place. Upon the 15th absence, an additional meeting may be requested.

Upon the 20th absence, the County Attorney will be notified and legal action may be taken against the parent/guardian. Upon the 21st absence, the student may lose one credit hour and if this happens, arrangements need to be made between the student, his/her parent/guardian, and the principal to make up these credit hours.

Other actions stemming from excessive absenteeism/truancy may include:

1. One or more meetings shall be held between a school attendance officer, Truancy Diversion Officer, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem will be conducted by the school administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

Section 3 Tardiness

Tardy to School: Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area by 8:15 a.m.

For students who receive five unexcused tardies during a quarter; this will result in a ½ day of absence.

Section 4 Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student’s parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

Section 5 Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

Section 6 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. If the parents or students have concerns prior to being absent they should contact the teacher/teachers in advance, preferably (3) days.

Article 5 - Scholastic Achievement

Section 1 Grading System

Kimball Public Schools will use the letter grading system for the elementary school as follows:

A	90 - 100	Excellent
B	80 - 89	Good
C	70 - 79	Satisfactory
D	65 - 69	Needs Improvement
U	0 - 64	Failing

INC		Incomplete Work
-----	--	-----------------

Each teacher should define for students the grading procedures to be used in their classes.

Section 2 Promotion, Retention

The professional staff at Kimball Public Schools will place students at the grade level and in the courses best suited to them academically.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. The building principal will make the final decision.

Section 3 Progress Reports

Various supplemental reports may be sent to parents throughout the school year concerning student’s performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Section 4 Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student’s progress. Incompletes shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a “U” (Failing). No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 5 Parent-Teacher Conferences

Parent-teacher conferences will be held this year during the 3rd and 4th Quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 6 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

- a. Students receiving all "A's" will be classified as students with DISTINCTION.
- b. Students earning a 90 percent or higher will be classified as students with HONOR.
- c. All class grades are figured the same for honor roll status.
- d. Honor roll lists will be published at the end of each quarter.

Section 7 Additional Academic Opportunities

An academic study team, composed of Mary Lynch Elementary staff members and the principal, will brainstorm to come up with alternatives for the classroom teacher and your child. We do not want any student failing any subject area. We will do everything possible to assist your child to be responsible, successful and to be passing all subject areas on the grade card. According to Section 79-258. **Administrative and teaching personnel; authorized actions.** Your child may be asked to stay after school to attend Additional Academic Opportunities to receive additional assistance on their school work.

Section 79-258. Administrative and teaching personnel; authorized actions.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in 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.

Article 6 - Support Services

Section 1 Special Education Identification and Placement Procedures

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, intellectual disability, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

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

Reevaluation

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

student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Kimball Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Kimball Public Schools District Offices.

Section 2 Guidance Services

The Kimball Public Schools employs guidance counselor for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts.

Section 3 Restorative Practice

Restorative Practice Policy: Our school district supports proactive and reactive evidence-based initiatives to manage student misbehavior. Restorative Practices are grounded in principles and values that: are needs based, hold students accountable, are focused on repairing harms, and support meaningful outcomes. Restorative Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

Restorative Practice Process: Restorative Practices reflect the philosophy that when a misdeed occurs within a school, it affects those harmed, those causing the harm, and the wider school community. The goal of Restorative Practices is to address conflict using open and respectful

dialogue that focuses on the harm caused and strategies to repair this harm and the relationships of those involved. Restorative Practices can include group conferencing, peer mediation, victim offender mediation, or classroom peace circles, and can be formal or informal. These processes may be handled by district personnel, school resource offers, or others that support the district such as, contractors, ESUs, volunteers, and those serving through Nebraska Supreme Court approved mediation centers. In a Restorative Practice conference, students and parents/guardians agree to the following:

Constructive Communication: The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issues at hand. Students and parents agree to speak honestly and to listen respectfully without interruptions. The mediator/facilitator's role is to manage communication and help the parties work to discover solutions that meet the needs and interests of all parties to the fullest extent possible. The mediator/facilitator will not make judgments, give legal advice, or present parties with solutions to their problems.

Confidentiality, Privileged, and Voluntary Communications: Pursuant to Neb. Rev. §§43-247.03, parties agree not to record or create transcripts of sessions and acknowledge they are responsible to maintain confidentiality and agree that communications during preparation, process, and follow up will not be shared with others, excepting:

- Agreements reached in the restorative process.
- When written permission by all participants is given.

When statements regarding unreported allegations of child abuse or neglect or threats to harm self or another are revealed. *When* process information must be shared with funding or referring agencies, such as Diversion, Probation, County Attorneys, or Courts.

Agreements: No agreement can be forced upon any party. Parties agree to take responsibility for carrying out any agreements made during the restorative process.

Program Evaluation: Participants may be asked to take part in evaluations of the process to comply with reporting requirements.

Section 4 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. When students are sent home for a fever greater than 100°F they are to remain out of school for a minimum of 24 hours without fever-reducing medication. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR) or at his/her discretion.

For non-prescription medication that must be given on a routine basis by school personnel, parents must provide a signed written consent for the child to be given medication at school. This medicine should also be in its original container and must be left in the school office.

School personnel can occasionally give non-prescription drugs such as non-aspirin, antacid, etc.. Parents must have signed the "Authorization" form indicating what type of non-prescription medication can or cannot be administered to their student.

Students should not dispense any type of medication to another student.

School Health Screening

Children in Pre-Kindergarten through fourth grade, as well as children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates a BMI calculation. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within 30 days of enrollment of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school office.

Immunizations

Immunizations against the following diseases are required for every child:

• Measles • Mumps • Rubella • Poliomyelitis • Diphtheria • Pertussis • Tetanus and Varicella

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine with one dose given on or after the 4th birthday.
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age.
- 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by

one month or more.

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

Children age 2 through age 5 enrolled in a school-based program not licensed as a childcare provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given on or after 15 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 must show proof of immunization upon enrollment in Kimball Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Kimball Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).

2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.
8. *Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is

wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Tobacco, Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of tobacco, illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of tobacco, illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.
9. The possession, use, or distribution of tobacco. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco look-alikes and products intended to replicate tobacco products either by appearance or effect.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off

school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Safe and Drug-Free Schools-- Parental Notice

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

Article 8 – Student Conduct

Student Discipline

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

Section 1 Short-Term Suspension

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

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Section 2 Long-Term Suspension

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

Section 3 Expulsion

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or

substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Section 4 Emergency Exclusion

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

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

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

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

Section 5 Other Forms of Student Discipline

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

Section 6 Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, wellbeing or rights of other students, staff or visitors.

Section 7 Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the

influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

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

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

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

Section 8 Additional Student Conduct Expectations and Grounds for Discipline

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

1. **Student Appearance:** Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing or jewelry that is gang related.
 - h. Visible body piercing (other than ears).
 - i. No flip-flops, sandals, or any toeless shoes will be allowed. This is a safety and health issue.

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

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in

more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. **Academic Integrity.**

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

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

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

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

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

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

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

(iii) **Use of Other Student Answers:** Copying or looking at another student’s answers or work, or sharing

answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

- (iv) Use of Other Students to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain with the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards,

the instructor will assign a grade which the instructor determines to be appropriate for the work.

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

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
 - (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, 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:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other

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

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise

transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

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

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

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

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

the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
 - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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

Section 9 Inappropriate Public Displays of Affection (IPDA)

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

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

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

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

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

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

Section 10 Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact

the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

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

Article 9 - Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said 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 or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.

- (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment 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.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Kimball Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from

no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Article 10 - Harassment and Bullying Policy

It is the policy of Kimball Public Schools that “bullying” type behavior is not tolerated. These guidelines are established to respond specifically to bullying behavior.

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, **the school may assign the student to the Harassment Program level** set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels: Purpose - All students have the right to attend Kimball Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 7:45 a.m. each morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and will remain until 4:00 p.m. This will allow all other students to leave the school grounds in safety.
2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 7:45 a.m. each morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m.
 - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
3. Level III: This is a long-term assignment. The guidelines are listed below.
- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

Article 11 - Network, E-Mail, Internet and Other Computer Use Rules
INSTRUCTION - Policy No. 603.08

Instruction
Computer
Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

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

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection

measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. **Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. **Supervision and Monitoring.** It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. **Social Networking.** Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. **Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

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

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

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

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

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

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

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

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

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any

computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

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

Legal Reference: Children's Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Kimball Public Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

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

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

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

Student's Name:

Student's Signature:

Date:

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

Kimball Public Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Kimball Public School's community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

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

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

Student's Name:

Parent's Signature:

Date:

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

Article 12 - Positive Behavior Interventions and Supports (PBIS)

Kimball Jr/Sr High School and Mary Lynch Elementary Schools are PBIS Schools with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety**. Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way. The following are the general expectations for Mary Lynch Elementary School:

EXPECTATIONS

Show **RESPECT** for yourself, others, and school property
Take **RESPONSIBILITY** for your actions and your choices
Make the **EFFORT** to be a good student and citizen
Think **SAFETY** for the good of everyone

RESPECT

Participate Positively
Listen to Others
Wait your turn
Think before you speak
Use inside/outside voice appropriately

RESPONSIBILITY

Be on time
Be honest
Be prepared
Be accountable for your actions
Use your manners
Clean up after yourself

EFFORT

Be prepared
Listen
Stay on task
Do your best everyday

SAFETY

Keep hands and feet to yourself
Use equipment and school property appropriately
Walk
Practice good hygiene

Article 13 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Student Fees Policy

STUDENT ACTIVITIES

Policy 501.06

Student Fees

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. (In other special cases where the parent/guardian requests that the student be exempt from charges, the superintendent shall determine granting of waivers.) No fees, specialized or unspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Article 14 - State and Federal Programs

Section 1 Notice of Nondiscrimination

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Kimball Public Schools, and all others who interact with Kimball Public Schools are hereby notified that the Kimball Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 Designation of Coordinator(s)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Kimball Public Schools, 901 S. Nadine St., Kimball, NE 69145, (308)235-2188

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

Section 3 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child’s identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 4 Notice Concerning Staff Qualifications

The Every Student Succeeds Act (2015) gives parents the right to acquire information about the professional qualifications of their child’s classroom teachers. Upon request, Kimball Public Schools will give parents the following information about their child’s classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child’s school building. The information will be provided to you in a timely manner.

Finally, Kimball Public Schools will give timely notice if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

Section 5. Breakfast and Lunch Programs

FOOD SERVICE

Food Service Program

Policy 801.01

Description of Program

Kimball Public Schools participate in the National School Lunch and Breakfast programs. Meals are required to meet specific nutritional standards established by the Federal Government. School meals include fruits, vegetables, and whole grain-rich foods. Fat-free and low-fat milk; “right size” meals with portions designed for a child’s age; less saturated fat and zero trans fat.

2020-21 School year meal prices

Breakfast	K-6	\$1.90
	7-12	\$2.15
	Reduced	\$.40
	Adult	\$2.60
Lunch	K-6	\$2.90

7-12	\$3.15
Reduced	\$.50
Adult	\$3.75

Ala Carte items are available at additional charges beyond the price of a meal. If you prefer that your child not charge extra items on the account, please contact the food service director.

Summer Breakfast	18 & under	FREE
	Adult	\$ 1.75
Summer Lunch	18 & under	Free
	Adult	\$ 3.25

MEAL ACCOUNTS

The district uses a family lunch account system through Infinite Campus where each child in the family is under one account. Lunch accounts are debit accounts; therefore, there must be money in the account in order for the student to use it. The district allows the balance to go no lower than a minus ten dollars (-\$10.00). The cushion balance between zero and minus ten dollars is intended to allow the students to continue to use the account while money is being deposited into the account (Board policy 801.04). The district recommends keeping a positive account balance that accommodates your child or children’s particular spending habits. The amount you choose to maintain in your account is a personal choice based on how much monitoring of the account you wish to do.

Your student will be allowed to charge ala carte items to your account as long as there is a positive balance in the account

MONITORING OF ACCOUNT BALANCE

There are multiple ways to monitor the balance of the meal account. The Infinite Campus parent portal and the Infinite campus mobile app both allow you to see the up-to-date balance as well as monitor what your child is buying at school. A weekly email is sent out with balance information. You may also call or email the food service director to check the balance on your account. Phone number is 308-235-4786 and email is dterrell@kpslonghorns.org.

DEPOSITS FOR MEAL ACCOUNTS

To make a deposit to your meal account you may send money to the school or deposit money online through the parent portal of Infinite Campus. If you have not previously used the parent portal you will need to contact the school to receive login information.

FREE AND REDUCED PRICE MEAL PROGRAM

A letter and application form for the free or reduced price meal program will be distributed to all households as a part of the school registration material. The letter will contain information on the eligibility standards, procedures for applying, and how an appeal may be filed. Please make sure to fully complete the application and return it to your child’s school as soon as possible.

If your household income changes during the school year you may reapply for free or reduced price meals at any time.

A NEW application must be submitted at the beginning of each school year.

FOOD SERVICE CONTACT INFORMATION

If at any time you have questions or concerns about your lunch account or the food service program, contact Danessa Terrill at 308-235-4786 or email dterrill@kpslonghorns.org.

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 onlineat: 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.

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge. The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund upon request. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishes and handles the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff. Legal Reference:

Richard B. Russell National School Lunch Act (42 U.S.C. § 1751); U.S.D.A. Memorandum SP 57-2016.

Date of Adoption: February 11, 2019

STUDENT HEALTH

Policy 505.06

Section 6 Kimball Public Schools Wellness Policy

The Kimball Public School District desires to promote healthy students and healthy living by supporting good nutrition, nutrition education, and regular physical activity. The district strives to promote student health and reduce childhood obesity. The district will achieve the goals of this policy by:

- A. Involving parents, students, board members, administrators, teachers, health professionals, and other interested members of the community in the development, monitoring, and review of the policy.
- B. Developing goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness.

Therefore, the board adopts the following School Wellness Policy

1. Goals to Promote Student Wellness

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

- a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- c. Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.
- d. Social and Emotional Well Being. Programs and services that support and value the social and emotional wellbeing of students, families, and staff to build a healthy school environment.

The Superintendent or designee shall establish such further goals as are determined appropriate to meet the stated mission.

2. Nutrition Guidelines

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

3. Assurance for Reimbursable School Meals

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to the District.

4. Plan for Measuring Implementation and Designation of Responsible Persons

The Superintendent or the Superintendent's designee is charged with operational responsibility for ensuring that the school meets the Wellness Policy. The Superintendent or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

5. Development of Policy

The District assures that development of the Wellness Policy involved parents, students, representatives of the District's nutrition services department, the school board, school administrators, and the public.

Legal Reference: The Child Nutrition and WIC Reauthorization Act of 2004, 42 USC 1751; Regulations and Procedures for Accreditation of Schools, NDE Rule 10; National School Lunch Program, 42 U.S.C §§1751-1760, 1770; 7 CFR § 210

Section 7 School-Parent Learning Compact

Mary Lynch Elementary School

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child’s achievement.

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 learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child’s progress.
3. Demonstrate professional behavior and positive attitude.
4. _____

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 school staff on an ongoing basis to be involved and support my child’s learning.
2. Support your child’s learning—volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
5. _____
6. 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 school work on time.
6. _____

Student Signature _____

Combined District and School

Section 8 Title 1 Parent and Family Engagement Policy

Kimball Public Schools intends to follow the Title I parent and Family Engagement Policy guidelines in accordance with federal law, *Section 116(a-f)* ESSA, (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

El Contrato entre la Escuela y Los Padres

Mary Lynch Escuela Primaria

Este contrato Título Uno entre la Escuela y los padres ha sido desarrollado juntamente con los padres y resume cómo los padres, el personal de la escuela entera, y los estudiantes compartirán la responsabilidad para mejorar el logro académico estudiantil y las maneras por el cual la escuela y los padres construirán y desarrollarán una colaboración para ayudar a hijos ganen las normas más alta del Estado. A las conferencias anuales entre los padres y los maestros el compacto estará discutido como relaciona al logro del hijo individual.

Maestro / Escuela

Es importante que los estudiantes logren. Yo estoy de acuerdo hacer las siguientes:

1. Proveer el currículo e instrucción más alto en un ambiente aprendizaje que es apoyo y eficaz para los hijos cumplir los normas académicas desafiantes del Estado.
2. Comunicar regularmente con los padres en el progreso de su hijo.
3. Demostrar conducta profesional y un actitud positivo.
4. _____

La firma del maestro(a) _____

Padres / Adulto cuidado

Yo deseo que mi hijo lograr; por eso yo incentivaré él / ella por haciendo los siguientes:

1. Comunicar y trabajar con maestros y el personal escolar en una base en curso ser involucrado y apoyado del aprendizaje de mi hijo.
2. Apoyar el aprendizaje de su hijo – se ofreciendo en su sala de clase; participe, como apropiado, en decisiones están relacionado a su educación, gué uso positivo del tiempo extracurricular.
3. Asegurar mi hijo es a la escuela todos los días y a tiempo, a menos que él / ella está enfermo.
4. Proveer un lugar silencioso y tiempo para hacer tarea e incentive a mi hijo cumplir la tarea.
5. _____

La firma de los Padres _____

Estudiante

Yo se que mi educación es importante para mi. Es importante que yo trabajo a la mejor de mi habilidad. Yo estoy de acuerdo hacer las siguientes:

1. Estar a la escuela todos los días y a tiempo a menos que estoy enfermo.
2. Ven a la escuela cada día preparado con materias y un actitud para aprender.
3. Estar responsable para mi comportamiento.
4. Respetar y cooperar con otros estudiantes y adultos.
5. devolver trabajo escolar completa a tiempo.
6. _____

La firma del estudiante _____

Una combinación del Distrito y la Escuela La Política de Título Uno Para La Compromiso de Los Padres y La Familia

El Distrito Escolar de Kimball, NE tiene la intención a seguir La Política de Título Uno para la Participación de los Padres en consonancia con los leyes federales, *Section 1116(1-f) ESSA, (Every Student Succeeds Act) of 2015*.

En General

El documento del Distrito *'La Política de Título Uno para la Participación de los Padres'* ha ido desarrollo juntamente con, actualizado periódicamente y distribuido a los padres y los miembros de la familia de los hijos lo quien están participando y la comunidad local en un formato que es comprensible y uniforme.

- Los padres y los miembros de la familia de todos estudiantes están bienvenido e incentivado hacerse involucrado con la escuela y educación de sus hijos; esta incluye los padres y los miembros de la familia lo quienes tienen competencia limitada en inglés, alfabetización limitada, desventura en economía, tienen discapacidades, fondo de raza o étnica menoría o hijos de migrantes.
- Los padres están involucrado en la planeando, el repaso, evaluación y la mejora del programa de Título Uno, La política del compromiso y el pacto entre la escuela y los padres en una junta anual con los padres lo que está concertado a un tiempo conveniente. Esta estará incluir la planeando y implementación de actividades efectiva para los padres y la familia.
- Conduce, con involucradamente significada de los padres y la familia, una evaluación anual del contenido y la efectividad de *'La Política de Título Uno para la Participación de los Padres'*. Usa los resultados de la evaluación para diseñar las estrategias lo que son basó en evidencia para involucradamente de los padres que es muy efectiva, y para revisar *'La Política de Título Uno para la Participación de los Padres'*.
- Oportunidades están proveído para los padres y los miembros de familia para participar en las decisiones que están relacionado la educación de los hijos. La escuela y la agencia educacional local proveerán otro apoyo razonable para las actividades involucradamente paterno.
- Los padres de los hijos están participando estarán proveído información sobre los programas debajo este parte, una descripción y explicación del currículo en uso, las formas de evaluación académica usó para medir el progreso estudiantil y niveles de logro de los criterios académicos desafiantes del estado. La escuela proveerá asistencia, oportunidades, y / o materiales y entrenamiento para ayudar a los padres trabajan con sus hijos para mejorar el logro de sus hijos en un formato, y cuando viable, en una lengua que los padres y los miembros de la familia pueden entender.
- Eduque los maestros, el personal especializado instruccional apoyo, directores de la escuela, y otros líderes escolares, con la asistencia de los padres en el valor y utilidad de contribuciones de los padres, como contactar, comunicar con y trabajar con los padres como parejos iguales.

Coopere e integre los programas y las actividades de involucradamente paterno con otro programas de Federal, Estado y local, incluyendo los programas preescolar que incentivan y apoyan los padres en una participación más completa en la educación de sus hijos.

**RECEIPT OF 2020-2021 PARENT-STUDENT HANDBOOK
OF MARY LYNCH ELEMENTARY SCHOOL**

This signed receipt acknowledges that the 2020-2021 Parent-Student Handbook of Mary Lynch Elementary School is accessible on the Kimball Public Schools website at www.kpslonghorns.org or a hard copy can be requested at the Mary Lynch office. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules and school board computer policy 603.08. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING KIMBALL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:

Jamie Soper, Elementary Principal/Special Education Director
Mary Lynch Elementary School
1000 E. 6th Street
Kimball, NE 69145

Multi-Cultural Report 2019-2020

This report shall serve as evidence that the Kimball Public School district is teaching multi-cultural education as provided by the KPS Board Policy 602.01. Each teacher in the district has provided a Report of Multi-Cultural Education Program Event which documents how multi-cultural education was infused into curriculum in their classroom. These reports are maintained by each building principal and can be viewed upon request.

Dr. Elizabeth Owens
Superintendent, Kimball Public Schools