

## MULLEN BOARD OF EDUCATION

July 11, 2023

### Regular Board Meeting Agenda

7:00 PM

1. Call to order, roll call, and excuse board member absences.
2. Approval of the June 12, 2023 Board Meeting minutes.
3. Approval of the Agenda.
4. Discuss, consider and take all necessary action to approve the contract with Corwin Press, Inc for professional development provided by Ricky Robertson to be supplemented by the Nebraska Department of Education mental health grant funding.
5. Discuss, consider and take all necessary action to approve the membership for Mullen Public Schools with the Nebraska Rural Community Schools Association.
6. Approval of the following July claims: Payroll \$239,258.00 , General Fund \$31,887.97, Lunch Fund \$248.03, Special Building Fund \$117.04, Depreciation Fund \$64,705.00, and June Activity Fund \$13,122.46.
7. Hearing for Policy 5018 Parental Involvement
8. Hearing for Policy 5045 Student Fees.
9. Hearing for Policy 5057 District Title 1 Parent and Family Engagement
10. Public Comment
11. Discuss, consider and take all necessary action to review policy 5001 Compulsory Attendance and Excessive Absenteeism and policy 5054 Student Bullying.
12. Discuss, consider and take all necessary action to approve the 2023-2024 Mullen Public School Handbooks for K-12 Students, K-12 Staff, and Activities.
13. Discuss, consider and take all necessary action to approve the MPS Pandemic Plan and Procedures for the 2023-2024 school year.
14. Open sealed Propane bids: Discuss consider and take all necessary action to approve a propane contract with the lowest propane bid.
15. Nebraska Association of School Board Monthly Update
16. Administrative Reports
  - 16.a. Mr. Kuncl- Superintendent Report
17. Board Reports
18. Next Meeting - August 14, 2023 at 7:00 PM
19. Adjournment

Please follow the board meeting at <https://meeting.sparqdata.com/Public/Organization/393>

The Mullen Board of Education reserves the right to go into Closed Session for purposes in accordance with LB 84-1410(1)

**MULLEN BOARD OF EDUCATION**  
**MINUTES**  
**June 12, 2023**

The regular meeting of the Mullen School Board was called to order at 7:00 p.m. by President Liza Simonson. She announced that the Open Meetings Act is posted on the west wall. Board members in attendance were Liza Simonson, Dane Peterson, Mike French, Casey Phillips, Travis Hampton and Patrick Wright. Also present were 3 administrators, 1 staff and 5 students.

Motion by Travis Hampton, second by Dane Peterson to approve the minutes from the May 8, 2023 Regular Board Meeting. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Mike French: yes, Patrick Wright: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Mike French, second by Dane Peterson to approve the agenda, and verify that notice of the meeting was published in the Hooker County Tribune, and posted according to board policy. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Mike French: yes, Patrick Wright: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Casey Phillips, second by Mike French to approve the renewal of Imagine Learning MyPath annual subscription for the assessment requirement for LB 1052 Reading Improvement Act. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Mike French: yes, Patrick Wright: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Casey Phillips, second by Travis Hampton to Approval of the following June claims: Payroll \$264,177.86, General Fund \$45,306.18, Lunch Fund \$868.61, Special Building Fund \$1,041.48, and May Activity Fund \$9,707.11. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Mike French: yes, Patrick Wright: yes, Travis Hampton: yes  
yes: 6, no: 0

The FCCLA National Qualifiers and Mrs. Walz provided a detailed presentation on the national convention held in Denver, Colorado.

Mr. Kvanvig and Mr. Mauler presented the board with a detailed multicultural education report for the Mullen Public School system. The report meets the Rule 10 requirement for accredited schools to report to their board of education members.

Motion by Casey Phillips, second by Dane Peterson to approve Superintendent Chris Kuncel as Authorized Representative of the Mullen Public Schools District including non-discrimination compliance coordinator. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Mike French: yes, Patrick Wright: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Patrick Wright, second by Casey Phillips to approve the amended 2023-2024 School calendar.  
Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Mike French: yes, Patrick Wright: yes, Travis Hampton: yes  
yes: 6, no: 0

Mr. Kuncl went over the suggested changes to policies by KSB School Law with the board of education.  
Motion by Mike French, second by Travis Hampton to approve revisions to Policy 3001 Budget and Property Tax Request, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 3036 Purchasing (Credit) Card Program, 3059 Audio and Video Recording, 4003 Drug Policy Regarding Drivers, 4045 Milk Expression, 4059 Behavioral and Mental Health Training, 5003 Admission of Part Time Students, 5004 Option Enrollment, 5035 Student Discipline, 5064 Supplement, Not Supplant, 6003 Instructional Program, and 6005 Academic Credits and Graduation. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Mike French: yes, Patrick Wright: yes, Travis Hampton: yes  
yes: 6, no: 0

Motion by Patrick Wright, second by Dane Peterson to approve Policy 6038 Artificial Intelligence. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Mike French: yes, Patrick Wright: yes, Travis Hampton: yes  
yes: 6, no: 0

The Nebraska Association of School Boards provides the Mullen Public School Board of Education with a monthly update on new happenings throughout Nebraska.

Mr. Phil Hoyt provided the school board with a detailed activities report.

Mr. Mauler provided the school board with a detailed principal report.

Mr. Kvanvig provided the school board with a detailed 6-12 principal report.

Mr. Kuncl provided the board of education with a detailed district report.

President Liza Simonson declared the meeting adjourned at 8:12 PM

As soon as the next month's meeting notice is posted on the Mullen Public Schools website, an agenda will be available for public inspection on both the school website and on the SPARQ meetings site.

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Chris Kuncl, Recording Secretary



## **AGREEMENT FOR SERVICES AND PRODUCTS**

This Agreement for Services and Products ("Agreement") is entered into on **June 01, 2023** (the "Effective Date"), by and between **Corwin Press, Inc.**, a SAGE Publications, Inc. company, with offices at 2455 Teller Road, Thousand Oaks, California 91320 ("Corwin") and **MULLEN PUBLIC SCHOOLS**, with offices at **404 N Blaine Street, Mullen, Nebraska, 69152** ("Customer").

1. **Services.** Customer desires to contract with Corwin for services related to the Customer's professional learning or other expressed learning needs (the "Services"); and Corwin desires to provide such Services to the Customer as further described in the Investment and Timeline attached hereto as **Exhibit A**.
  - a. **Live Events (On-Site and Virtual).** For Services concerning on-site or live virtual development, including, without limitation, keynotes, workshop days, implementation days and coaching days (each, a "Live Event"), Corwin will establish and agree on final dates with Customer for dates not scheduled at the time the Agreement is signed which will be subject to speaker availability. Confirmation of such final dates will be communicated by email to Customer. For any on-site, in-person Event ("On-Site Event"), Customer shall: (1) employ appropriate safety measures to ensure the safety of the Event participants and speakers (e.g., to reduce the spread of COVID-19 or any other virus as applicable); and (2) inform its participants (a) of all risks associated with attending an On-Site Event, (b) that by participating in the On-Site Event, the participants will be deemed to have assumed all such risks, and (c) that Corwin shall have no liability whatsoever arising from or related to any Customer participant's attendance and participation in any On-Site Event. Customer may request to reschedule the date of a Live Event and, if approved by Corwin, Customer will reimburse Corwin for any additional costs or expenses incurred by Corwin and/or the speaker of such rescheduled Live Event. For the sake of clarity, a Live Event will include a Synchronous Webinar (as defined below) but not an Asynchronous Webinar (as defined below).
  - b. **Virtual Events (Synchronous Webinars and Asynchronous Webinars).** Services concerning a webinar presented live by a speaker shall each be considered a "Synchronous Webinar". In limited circumstances, Corwin may consider a Customer request that a certain Synchronous Webinar be recorded (each, a "Synchronous Recording"), provided that such request is received by Corwin no fewer than seven (7) business days from the commencement of a scheduled Synchronous Webinar. Notwithstanding the foregoing, Customer acknowledges and agrees that the approval of such request to record a Synchronous Webinar shall be made by Corwin in its sole discretion. Customer further acknowledges and agrees to inform each of its participants that their individual consent (which may include other terms and conditions from Corwin) will be required to participate in a Virtual Event and that, when requested by Corwin, Customer will be responsible for obtaining such consents from each participant prior to the Virtual Event and providing Corwin with copies of the consents. Services may also include access to (1) webinars which were recorded independent of this Agreement, (2) any pre-recorded virtual development keynotes, workshops, implementation, and coaching as approved by Corwin in its sole discretion, or (3) the recording that was recorded as the Synchronous Recording, subject to the terms herein (an "Asynchronous Webinar"). Synchronous Webinars and Asynchronous Webinars are collectively referred to herein in as "Virtual Events".
  - c. **Registrations for Virtual Events.** Prior to receiving the link to access the Virtual Event, participants will be required to register following the instructions provided by Corwin and/or the Customer. One registration by each participant will be required for each Virtual Event; however, if the Virtual Event is a Synchronous Webinar that is a multi-day event, each participant will only be required to register once for all of the days of that Synchronous Webinar. In addition, in the case of a Synchronous Webinar, Corwin will provide the Customer with registration and access information and the Customer will distribute such information to its participants within a reasonable timeframe prior to the first day of the Synchronous Webinar.
  - d. **Special Terms.** The Services shall be subject to any "**Special Terms**" attached to this Agreement for additional Corwin program offerings, including, without limitation, Surveys, Youth Equity Stewardship (YES!) Student Workshops, and Asynchronous Webinars.
2. **Products.** Customer desires to contract with Corwin for the furnishing of products related to the Customer's professional learning or other express learning needs (the "Products"); and Corwin desires to provide such Products to the Customer as further described in the attached **Exhibit A** and which shall be subject to any applicable **Special Terms** for certain Products including, without limitation e-Books.
3. **Term and Termination.** The term of this Agreement will commence on **September 14, 2023** and will remain in effect for

one [1] year or until Corwin has completed the Services and/or delivered the Products described in **Exhibit A**. Either party may terminate this Agreement without cause upon sixty (60) calendar days' advance written notice subject to the following terms.

- a. For all Live Events: (1) in the event of termination by Customer more than thirty (30) calendar days from the date of a scheduled Live Event, Corwin will be paid any expenses incurred by or on behalf of Corwin as of the effective date of termination including, without limitation, speakers' fees and costs, Corwin's non-refundable travel costs, and non-refundable venue deposits (collectively, "Corwin Expenses"); (2) in the event of termination by Customer within thirty (30) calendar days from the date of a scheduled Live Event, Corwin will be paid fifty percent (50%) of all amounts set forth in **Exhibit A** related to the cancelled Live Event and Corwin will be reimbursed for all Corwin Expenses; and (3) said foregoing amounts and expenses due based on such early termination under (1) or (2) above by Customer will be paid in full by Customer to Corwin within ten (10) days of the termination date.
  - b. Certain Services and/or Products may be subject to other termination and/or cancellation terms as set forth in the applicable **Special Terms** or as otherwise agreed in writing by Customer and Corwin.
  - c. Notwithstanding anything herein to the contrary, should any Corwin program relating to the Services described in **Exhibit A** become unavailable or Corwin's ownership or rights to the Corwin program be subsequently modified or changed in any manner, and Corwin is unable to substitute other services related to the Corwin program on terms acceptable to Customer, Corwin shall have the right to immediately terminate this Agreement without any liability or penalty whatsoever.
4. **Rescheduling.** Customer hereby acknowledges and agrees that its reservation of dates for Live Events as set forth in **Exhibit A** prevents Corwin from booking the specified Corwin speakers for other customers on those same dates and can result in Corwin incurring expenses. Therefore, Customer agrees that, in the event of Customer's rescheduling of any Live Events, Corwin will be paid the following as damages within ten (10) days following notification by Customer to Corwin of its intent to reschedule the Live Events: in the event of Corwin's receipt of notice of Customer's intent to reschedule (1) an On-Site Event between thirty (30) and sixty (60) calendar days from the first date of a scheduled On-Site Event, Corwin will be paid twenty-five percent (25%) of the amounts listed on the **Exhibit A** for the rescheduled day(s); (2) an On-Site Event fewer than thirty (30) calendar days from the first date of a scheduled On-Site Event, Corwin will be paid fifty percent (50%) of the amounts listed on the **Exhibit A** for the rescheduled day(s); and (3) a Virtual Event fewer than fourteen (14) calendar days from the first date of a scheduled Virtual Event, Corwin will be paid twenty-five percent (25%) of the amounts listed on the **Exhibit A** for the rescheduled day(s).
5. **Compensation.** Corwin will be paid the amounts outlined in **Exhibit A**. Except as otherwise provided herein, Customer will pay Corwin all amounts due hereunder within thirty (30) days of receipt of invoice. To ensure invoices will be processed by Customer in a timely manner, if a purchase order ("PO") number is required by Customer's Accounts Payable department for the timely processing of invoices, Customer shall include such PO number in the space provided on the signature block below, or shall be responsible for providing such PO number to its contact at Corwin at least one (1) week prior to the first date of the Event. Customer's failure to provide a PO number to Corwin, if necessary, at least one (1) week prior to the Event shall not excuse Customer's obligation to pay Corwin within the timeframe set forth in this Section 5.

6. **Warranties.**

- a. Corwin represents and warrants (1) that it will perform the Services using qualified personnel and in accordance with applicable industry standards; and (2) that it will comply with any and all applicable rules, laws and regulations, court or administrative orders or decrees of any federal, provincial, local, or other governmental unit which has jurisdiction in such circumstance. Customer represents and warrants that it will comply with any and all applicable rules, laws and regulations, court or administrative orders or decrees of any federal, provincial, local, or other governmental unit which has jurisdiction in such circumstance. Certain Services and/or Products may be subject to other terms as set forth in the applicable **Special Terms**.
  - b. EXCEPT AS OTHERWISE PROVIDED HEREIN, CORWIN PROVIDES ALL PRODUCTS AND SERVICES INCLUDING, WITHOUT LIMITATION, ANY WEBINARS AND EBOOKS, AND/OR ANY RELATED MATERIALS IN AN "AS-IS" CONDITION. EXCEPT AS EXPRESSLY SET FORTH HEREIN, CORWIN DOES NOT MAKE ANY OTHER REPRESENTATIONS OR WARRANTIES OF ANY KIND WHATSOEVER, EXPRESS, OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY CONCERNING THE AVAILABILITY OF A WEBINAR OR EBOOK OR THE USE OF ANY SERVICE OR PRODUCT FOR A PARTICULAR PURPOSE.
7. **Indemnification.** Each party will indemnify, defend, and hold harmless the other party, its affiliates, and their officers, directors, shareholders, employees, and agents from and against all obligations of any nature whatsoever (including all reasonable attorneys' fees) resulting from a party's failure to perform in accordance with any of the terms of this Agreement; provided however, that the foregoing will be subject to any applicable state immunity.
8. **Limitation of Liability.** NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, CORWIN SHALL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES EVEN IF CORWIN HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ADDITION, CORWIN SHALL NOT BE LIABLE FOR ANY DAMAGES OR LIABILITY THAT RESULT

OR ARISE FROM THE CUSTOMER'S USE OR INABILITY TO ACCESS OR OTHERWISE USE THE PRODUCTS, SERVICES AND/OR ANY OTHER PART OF THE SERVICES (INCLUDING ANY PROVIDED BY THIRD PARTY PROVIDERS). BECAUSE SOME STATES OR JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY. TO THE EXTENT THE FOREGOING LIMITATIONS OF LIABILITY ARE, IN WHOLE OR IN PART, HELD TO BE INAPPLICABLE OR UNENFORCEABLE FOR ANY REASON, THEN THE AGGREGATE LIABILITY OF CORWIN FOR ANY REASON AND UPON ANY CAUSE OF ACTION (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE, STRICT LIABILITY AND OTHER ACTIONS IN CONTRACT OR TORT) ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT SHALL BE LIMITED TO CUSTOMER'S DIRECT DAMAGES ACTUALLY INCURRED NOT TO EXCEED THE AMOUNTS RECEIVED BY CORWIN FROM CUSTOMER UNDER THIS AGREEMENT WITHIN THE TWELVE MONTH PERIOD PRECEDING CUSTOMER'S ASSERTION OF LIABILITY. IN ADDITION, IF CUSTOMER IS A COMPANY DOING BUSINESS IN CALIFORNIA, CUSTOMER HEREBY WAIVES CALIFORNIA CIVIL CODE §1542, WHICH SAYS: "*A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor*" AND CUSTOMER HEREBY WAIVES ANY AND ALL SIMILAR STATE STATUTES OR OTHER RULES OR REGULATIONS THAT MAY APPLY. THE EXCLUSIONS SET OUT HEREIN ONLY APPLY TO THE EXTENT PERMITTED BY APPLICABLE LAW.

9. Force Majeure. Notwithstanding any other provision of this Agreement, in the event that the performance of any obligation under this Agreement by Corwin is prevented due to an event of war, terrorism, government regulation or order, travel advisories or bans, national emergencies, epidemics, pandemics, disasters, civil disorders, acts of God, or any other event beyond Corwin's reasonable control [including the unavailability of a speaker for any Live Event] which would render the scheduled Live Event and/or the attendance of speakers of such scheduled Live Event impossible, illegal or impracticable, Corwin's nonperformance shall be excused and Corwin shall not be responsible to the Customer for failure or delay in performance of its obligations under this Agreement. Moreover, in the event a speaker becomes unavailable to attend a Live Event, Corwin may, at its sole discretion, substitute the unavailable speaker to another available speaker (subject to the Customer's consent) and/or reschedule the Live Event.

10. Notices. All notices required or permitted hereunder will be in writing and will be sent by registered or certified mail, return receipt requested, or by a U.S. nationally recognized overnight delivery service, to the party to whom such notice is directed, at its address as set forth above, or to such other address as such party will have designated by notice hereunder. Notices will be deemed given on the date received.

11. Ownership/Rights. Corwin will own or hold the necessary rights to any materials or other work product created, developed or distributed by Corwin, or the assigned speakers of an On-Site Event, Synchronous Webinar, or Asynchronous Webinar (collectively, "Event") under this Agreement including, without limitation, any Event handouts, materials, chat files or other transcripts of certain Synchronous Webinars and Asynchronous Webinars (to the extent such chat files or transcripts have been generated by the Synchronous Webinar or Asynchronous Webinar), or any survey data, results, reports or other related content or deliverables (collectively, "Materials"). No rights to any of the Materials shall be conveyed to Customer except as expressly set forth herein; provided, however, that Customer shall be permitted to use the Materials (in the format provided by Corwin) solely in connection with the Event related to the Services provided by Corwin hereunder or in connection with a Product if intended as further described in **Exhibit A**. Moreover, in no event shall Customer be permitted to alter, reproduce, distribute, or otherwise use any Materials provided by Corwin under this Agreement, in whole or in part, in any manner whatsoever. In the event that Customer photographs, audio tapes, video tapes, or otherwise records or broadcasts an Event, speaker, presentation or any of the Materials and/or Services provided by Corwin under this Agreement, in whole or in part, in any manner whatsoever, Customer shall abide by the terms and conditions of Corwin's Video License Agreement, which may be furnished to Customer upon request. Customer acknowledges and agrees that Corwin is the exclusive owner or holds all necessary rights to each Corwin program, Event and any related intellectual property and associated trademarks thereto, including, without limitation trademarks associated with Visible Learning Plus. Moreover, Customer's use of any and all Materials provided by Corwin to Customer in relation to a Corwin program, Event or otherwise shall be subject to the terms and conditions set forth herein and any other terms and conditions binding on Customer.

12. Subcontracting. Corwin may engage subcontractors to perform its obligations herein including, without limitation, speakers to deliver presentations at an Event related to the Services and/or any third-party platforms to deliver the Products and/or Services.

13. Additional Services. Customer agrees that any interest for additional Services relating to Customer's professional learning needs will be directed to and contracted with Corwin. For the avoidance of doubt, such Customer interest will not be directed to any Corwin speaker, trainer, or consultant.

14. Confidentiality; Open Records Statutes. Customer agrees that, except with the prior written consent of an authorized representative of Corwin, it may only disclose the terms of this Agreement to a third party who shall agree to maintain said terms as confidential and who has a legitimate business purpose to receive such information. Corwin acknowledges and agrees that the terms of this Agreement may be subject to any applicable state or federal open records statutes ("Open Records Statutes"). Customer hereby acknowledges and agrees that all Materials provided by Corwin and generated under this Agreement are Corwin proprietary and confidential content, and, therefore, may be subject to exemptions to the Open

Records Statutes. Therefore, Customer agrees that, in the event Customer or any of its authorized representatives or agents are requested or required by law or compelled by legal process to disclose any Materials provided by Corwin under this Agreement to any other third party, including without limitation in response to any Open Record Statutes, it shall provide Corwin with prompt written notice of receipt of any such request or requirement and a copy thereof prior to the actual disclosure so that Corwin may avail itself of any applicable exemption to the Open Records Statute or seek an appropriate protective order and Corwin and Customer shall reasonably cooperate in responding to the request.

15. **Miscellaneous.** This Agreement (including the **Special Terms** and **Exhibit A**) constitutes the entire agreement between Corwin and Customer, and supersedes all prior agreements, representations, and understandings of the parties whether written or oral. No amendment, supplement, or modification of this Agreement will be effective unless executed in writing by both Corwin and Customer; provided however, that Live Event dates and Asynchronous Webinar access periods may be modified or otherwise agreed to by the parties (including, without limitation, additional fees that may be charged to Customer for such Live Event date and Asynchronous Webinar access period modifications to compensate Corwin for Corwin Expenses) via email in accordance with the terms of **Exhibit A**. In the event of a conflict between a term of this Agreement (including the **Special Terms** attached hereto) and a term of **Exhibit A**, the term of this Agreement will control; and in the event of a conflict between a term of this Agreement and a term of the Special Terms, the term of the Special Terms will control. Additionally, in the event of a conflict between a term of this Agreement and any ancillary Customer document, form, or agreement (even if executed by the parties subsequent to the execution of this Agreement), the term of this Agreement will control. The invalidity or unenforceability of any particular provision of this Agreement will not affect the other provisions, and this Agreement will be construed in all respects as if any invalid or unenforceable provision were omitted. This Agreement shall be governed by the laws of the State of California without regard to conflicts of laws. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, will be settled by arbitration in Ventura County, California and administered by the American Arbitration Association in accordance with its then-existing Commercial Arbitration Rules. This Agreement may be executed in counterparts, each of which will be deemed the original, all of which together will constitute one and the same instrument. A faxed copy or other electronic copy will be deemed as an original.

***[Signature Page Follows]***

Accepted and agreed to by:

MULLEN PUBLIC SCHOOLS

CORWIN

Name:

Liz McCarver

Title:

Director, Corwin Learning Sales

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please provide the following information to ensure proper billing:

Billing Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Billing Contact Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Purchase Order Number\*: \_\_\_\_\_

\*Pursuant to Section 5 of this Agreement, failure of Customer to provide Corwin with a PO number at least one (1) week prior to the first date of the Event shall not excuse Customer's obligation to pay Corwin within the timeframe set forth in Section 5.

If no PO number has been entered above, please select one of the following options:

- Customer does not require a PO number to be referenced on invoices to make a timely payment of invoices.
- Customer does require a PO number to be referenced on invoices and is responsible for providing such number to Customer's Corwin contact at least one (1) week prior to the Event.

As you sign and return this document, please also forward a Purchase Order and if purchasing Books, a copy of your Tax ID Certificate. Thank You!

Exhibit A: See attached Investment and Timeline

**Investment and Timeline**

**NE-Mullen Public Schools-Chris Kuncl-SEL-Ricky Robertson-9.14.23**

Currency: US Dollar

Resources	Author	Unit Price	Quantity	Discount	Resource s Price	Total Price
<b>General - Workshop - Onsite</b>						<b>\$7,500.00</b>
9/14/2023: <u>Ricky Robertson</u> - \$7,500.00						
<b>Subtotal</b>						<b>\$7,500.00</b>
<b>Tax</b>						<b>See Below</b>
<b>Est. S&amp;H</b>						<b>\$0.00</b>
<b>TOTAL</b>						<b>\$7,500.00</b>

- Pricing for Consulting Service Days are inclusive of all travel expenses.
- Investment above includes an estimate of Shipping Fees for books and resources and may vary based on rates that are applied at the time the order is shipped. A separate PO for books and resources will be requested and are required without a signed contract. Resources and books will be invoiced separately from professional development services. Books and resources will be shipped approximately 30 days prior to engagement; please notify Corwin with specific delivery requests. Expedited shipping will apply should the client request it.
- Copying and distribution of any handouts is the Client's responsibility.
- Consultant will hold above date(s) on his/her calendar for 30 days, at which time he/she may need to release the hold for another Client. Corwin recommends moving to contract within 30 days, if possible, so as to secure this date on his/her calendar.
- All payments indicated above are exclusive of all federal, state, local and foreign taxes, levies and assessments. The Client will be responsible for the payment of all such taxes, levies and assessments imposed by any taxing authority, and taxes will be included at the time of invoice; tax exempt form should be included with PO and signed contract, if applicable.
- This proposal for services is intended to be a working document and is subject to change based on client needs.
- For any Survey product, Corwin will send a link for Customer to complete a survey and Customer has two (2) weeks to complete the survey in order for Corwin to generate a report for Customer. If Customer does not complete the survey within the two-week period and/or if less than five (5) survey responses are received, the survey will be considered invalid/incomplete and the related survey Product will be forfeited and no refunds or credits will be granted.
- Evaluation Services including Surveys and Assessments will be billed upon the delivery of the Client's subsequent report.



Nebraska Rural Community Schools Association  
455 S.11th St, Ste B  
Lincoln, NE 68508

<b>Invoice #:</b>	Mem 136
<b>Date:</b>	7/1/2023

**Bill To:**  
Mullen Public Schools  
PO Box 127  
Mullen NE 69152

**For: NRCSA Membership Dues**

Description	Amount
<i>2023-24 NRCSA Membership Dues</i>	<i>\$850.00</i>
<b>Invoice Total</b>	<i>\$850.00</i>

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028 or e-mail: [jbundy@nrca.net](mailto:jbundy@nrca.net)

# Mullen Public Schools

July Claims 07/11/2023

## PAYROLL

Fund	Description	Amount
01	GENERAL FUND	\$238,106.41
06	LUNCH FUND	\$1,151.59
<b>Total</b>		<b>\$239,258.00</b>

## GENERAL FUND

Check Number	Payee	Description	Amount
21122	Amazon.com PBI	classroom/custodial supplies	\$398.86
21123	Andersen & Sons	toro mower	\$529.99
21124	At&t	long distance phone service	\$79.96
21125	Book Systems	Library system renewal	\$1,990.00
21126	Chris Kuncl	cell phone	\$100.00
21127	Comfort Inn Kearney	K Phillips NCE conf lodging	\$479.80
21128	Consolidated	phone service	\$483.99
21129	E.s.u. #16	2023 vision services, 23-24 SRS fees	\$1,445.00
21130	ESU Coordinating Council	SWANK Annual Public Perf. Site License students	\$570.00
21131	Garrett Tires & Treads	tires for transit van	\$592.60
21132	General Fund-petty Cash	diplomas & suburban title fee	\$140.50
21133	Handyman Hardware	maintenance supplies	\$488.65
21134	HireRight LLC	DOT screenings	\$77.10
21135	Hometown Leasing	copier lease contract	\$777.20
21136	Hooker County Tribune	meeting notice, minutes/claims, HS/MS library renewal	\$135.07
21137	Ideal/Bluffs Facility Solutions	custodial supplies	\$637.66
21138	Imagine Learning	K-5 Math & Reading curriculum	\$4,245.00
21139	Kwik Stop	gas	\$431.92
21140	Macke's	custodial supplies	\$44.81
21141	Menards - North Platte	maint/classroom supplies	\$481.91
21142	Mid Plains Community College	Cribelli CDL School Bus Driver class/endorsement	\$3,150.00
21143	Midlands Family Medicine	bus driver physical	\$106.00
21144	Midwest Floor Specialists Inc	floor scrubber	\$1,095.00
21145	Mullen Auto & Diesel LLC	vehicle maint/repair	\$3,109.08
21146	Music K-8	Music K-8 Subscription	\$132.45
21147	Nebraska Council School Admin	K Phillips NCE conf registration	\$335.00
21148	One Source	background checks	\$76.00
21149	Presto X	pest control maint	\$161.59
21150	Quill Corporation	office supplies	\$113.78
21151	Really Great Reading	Elementary books/online resources	\$1,194.24
21152	Sandhill Fertilizer	fertilizer and application	\$579.23
21153	Select Carpet & Tile LLC	carpet	\$4,595.57
21154	Teachers Synergy, LLC	music classroom resources	\$40.25
21155	The Scholastic Store Online	kgtn classroom books	\$84.87
21156	U.S. Bank	art classroom supplies	\$211.58
21157	Village Of Mullen	utilities	\$2,707.70
21158	Vinton Feed Store	lawn maint/mole control	\$19.95
21159	Walmart Community/Capital One	custodial supplies	\$45.66
		<b>TOTAL</b>	<b>\$31,887.97</b>

## LUNCH FUND

Check Number	Payee	Description	Amount
3468	Holiday Inn Kearney	McIntosh lodging State Conference	\$239.90
3469	Sysco Lincoln	service charge	\$8.13
		<b>TOTAL</b>	<b>\$248.03</b>

## SPECIAL BUILDING FUND

Check Number	Payee	Description	Amount
1273	Handyman Hardware	FB Concessions building plumbing supplies	\$78.09
1274	US Bank	FB Concessions building paint, door stops (Menards)	\$38.95
		<b>TOTAL</b>	<b>\$117.04</b>

## DEPRECIATION FUND

Check Number	Payee	Description	Amount
1344	Gateway Motors Inc	2023 Suburban	\$60,095.00
1345	Midwest Floor Specialists Inc	refinish Hilltop Gym floor	\$4,610.00
		<b>TOTAL</b>	<b>\$64,705.00</b>

SELECTED Data

# Activity Detail Report

Arranged by:

Date Range: 06/01/2023 thru 06/30/2023

Group ID, Activity Number

Group ID and Description	Activity Number and Name	Reporting ID and Description	Sponsor
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**A GENERAL FUND**

**210 MISCELLANEOUS**

**Receipts**

Date	Receipt	Deposit From	Description	Amount
06/15/2023	000000	MSD	misc reimb	120.93

**Expenditures**

Date	PO Number	Check Vendor	Description	Amount
06/01/2023		007127 Midwest Grads	diplomas	129.50
06/21/2023		7128 HOOKER COUNTY TREASURER	title fee 2023 suburban license #62624	11.00
			Expenditures Total:	140.50

**Activity and Budget Totals**

Beginning Balance	-120.93
Receipts	120.93
Expenditures	140.50
Adjustments	0.00
Cash Balance	-140.50
Outstanding POs	0.00
Unencumbered Balance	-140.50

**Group Totals**

Beginning Balance	-120.93
Receipts	120.93
Expenditures	140.50
Adjustments	0.00
Cash Balance	-140.50
Outstanding POs	0.00
Unencumbered Balance	-140.50

# Mullen Public Schools

## Rollup Report

Cycle: FY22-23; 1st Detail Element: FUND; 1st Detail Level: None; 2nd Detail Element: FUNCTION; 2nd Detail Level: None; 3rd Detail Element: None; 3rd Detail Level: None; 4th Detail Element: None; 4th Detail Level: None; 5th Detail Element: None; 5th Detail Level: None; Account Expression: ([FUND] <> "05") AND ([FUNCTION] >= "01100") ; 1st Subtotal Element: FUND; 1st Subtotal Rollup Level: None; 2nd Subtotal Element: None; 2nd Subtotal Rollup Level: None; 3rd Subtotal Element: None; 3rd Subtotal Rollup Level: None; 4th Subtotal Element: None; 4th Subtotal Rollup Level: None; 5th Subtotal Element: None; 5th Subtotal Rollup Level: None; Begin Date: 07/01/2023; End Date: 07/31/2023; Subtotal on Account Type: Yes; Include Encumbrances: Yes

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01 - GENERAL FUND	01100 - Regular Instruction	\$132,122.29	\$1,839,256.00	\$1,839,256.00	\$1,572,895.80	\$20,122.10	\$246,238.10	85.52
01 - GENERAL FUND	01200 - SPED Instruction School Age	\$14,516.07	\$285,345.00	\$285,345.00	\$350,281.08	\$36.00	(\$64,972.08)	122.76
01 - GENERAL FUND	01291 - SPED Instruction Ages 3-5	\$0.00	\$20,938.00	\$20,938.00	\$2,153.85	\$0.00	\$18,784.15	10.29
01 - GENERAL FUND	01292 - SPED Instruction Ages 0-2	\$0.00	\$20,937.00	\$20,937.00	\$172.19	\$0.00	\$20,764.81	0.82
01 - GENERAL FUND	02110 - Attendance & Social Work Services	\$0.00	\$12,000.00	\$12,000.00	\$8,644.95	\$0.00	\$3,355.05	72.04
01 - GENERAL FUND	02120 - Guidance Services	\$5,464.51	\$69,946.00	\$69,946.00	\$58,603.30	\$0.00	\$11,342.70	83.78
01 - GENERAL FUND	02130 - Health Services	\$0.00	\$6,227.00	\$6,227.00	\$729.18	\$0.00	\$5,497.82	11.71
01 - GENERAL FUND	02140 - Psychological Services regular education	\$0.00		\$0.00	\$7,660.28	\$0.00	(\$7,660.28)	
01 - GENERAL FUND	02141 - Psychological Services SPED school age	\$0.00	\$52,018.00	\$52,018.00	\$40,646.88	\$0.00	\$11,371.12	78.14
01 - GENERAL FUND	02151 - Speech Pathology/Audiology SPED School Age	\$0.00	\$69,872.00	\$69,872.00	\$53,392.63	\$0.00	\$16,479.37	76.41
01 - GENERAL FUND	02161 - Occupational Therapy SPED School Age	\$0.00	\$33,995.00	\$33,995.00	\$17,903.04	\$0.00	\$16,091.96	52.66
01 - GENERAL FUND	02171 - Physical Therapy SPED school age	\$0.00	\$16,577.00	\$16,577.00	\$5,912.96	\$0.00	\$10,664.04	35.67
01 - GENERAL FUND	02181 - Visual Services SPED School Age	\$970.00	\$15,000.00	\$15,000.00	\$1,018.60	\$0.00	\$13,981.40	6.79
01 - GENERAL FUND	02190 - Support Services Non-SPED	\$539.31	\$6,907.00	\$6,907.00	\$12,503.17	\$0.00	(\$5,596.17)	181.02
01 - GENERAL FUND	02210 - Improvement of Instruction	\$65.05		\$0.00	\$3,706.14	\$0.00	(\$3,706.14)	
01 - GENERAL FUND	02211 - School Improvement	\$4,245.00		\$0.00	\$10,369.50	\$0.00	(\$10,369.50)	
01 - GENERAL FUND	02213 - Instructional Staff Training	\$814.80	\$16,611.00	\$16,611.00	\$14,806.68	\$139.00	\$1,665.32	89.14
01 - GENERAL FUND	02220 - Library/Media Services	\$6,687.61	\$88,541.00	\$88,541.00	\$51,780.83	\$213.85	\$36,546.32	58.48
01 - GENERAL FUND	02224 - Educational Television Services	\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00
01 - GENERAL FUND	02230 - Instruction Related Technology	\$3,388.18	\$94,169.00	\$94,169.00	\$39,967.28	\$6,000.00	\$48,201.72	42.44
01 - GENERAL FUND	02310 - Board of Education	\$105.07	\$295,495.93	\$295,495.93	\$25,112.31	\$0.00	\$270,383.62	8.50
01 - GENERAL FUND	02320 - Executive Administration	\$14,531.55	\$194,130.00	\$194,130.00	\$163,728.64	\$0.00	\$30,401.36	84.34
01 - GENERAL FUND	02330 - District Legal Services	\$0.00	\$30,000.00	\$30,000.00	\$3,017.50	\$0.00	\$26,982.50	10.06
01 - GENERAL FUND	02410 - Office of the Principal	\$23,552.28	\$312,288.00	\$312,288.00	\$301,113.14	\$31.20	\$11,143.66	96.42
01 - GENERAL FUND	02490 - School Administration-Other	\$2,713.93	\$38,665.00	\$38,665.00	\$22,563.21	\$0.00	\$16,101.79	58.36
01 - GENERAL FUND	02510 - Fiscal Services	\$9,050.49	\$161,258.00	\$161,258.00	\$132,464.02	\$0.00	\$28,793.98	82.14
01 - GENERAL FUND	02580 - Administrative Technology Services	\$677.64	\$9,242.00	\$9,242.00	\$7,929.19	\$0.00	\$1,312.81	85.80
01 - GENERAL FUND	02610 - Operation of Buildings/Custodial	\$8,249.42	\$175,090.00	\$175,090.00	\$94,819.94	\$188.97	\$80,081.09	54.15
01 - GENERAL FUND	02620 - Maintenance of Buildings	\$26,046.35	\$241,680.00	\$241,680.00	\$199,662.95	\$0.00	\$42,017.05	82.61

# Mullen Public Schools

## Rollup Report

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01 - GENERAL FUND	02630 - Grounds Care/Upkeep	\$1,489.35	\$18,200.00	\$18,200.00	\$13,650.57	\$0.00	\$4,549.43	75.00
01 - GENERAL FUND	02650 - Vehicle Operation/Maint/Purchase (non student transport)	\$71.74		\$0.00	\$5,992.42	\$0.00	(\$5,992.42)	
01 - GENERAL FUND	02660 - Security	\$0.00	\$12,500.00	\$12,500.00	\$165.00	\$0.00	\$12,335.00	1.32
01 - GENERAL FUND	02670 - Safety	\$0.00	\$15,500.00	\$15,500.00	\$5,567.95	\$0.00	\$9,932.05	35.92
01 - GENERAL FUND	02710 - Vehicle Operation/Purchase - Regular Education	\$4,034.18	\$518,584.00	\$518,584.00	\$151,653.09	\$0.00	\$366,930.91	29.24
01 - GENERAL FUND	02730 - Vehicle Service/Maint Regular Education	\$3,109.08		\$0.00	\$20,571.27	\$0.00	(\$20,571.27)	
01 - GENERAL FUND	03535 - High Ability Learners	\$0.00	\$3,500.00	\$3,500.00	\$1,353.12	\$0.00	\$2,146.88	38.66
01 - GENERAL FUND	06200 - Title I Part A	\$7,550.48	\$37,755.00	\$37,755.00	\$71,500.13	\$0.00	(\$33,745.13)	189.38
01 - GENERAL FUND	06310 - Title II Part A	\$0.00		\$0.00	\$93.79	\$0.00	(\$93.79)	
01 - GENERAL FUND	06403 - IDEA Part B(611)Base Allocation School Age	\$0.00	\$12,534.00	\$12,534.00	\$0.00	\$0.00	\$12,534.00	0.00
01 - GENERAL FUND	06404 - IDEA Part B(611) Base Allocation B-4	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00
01 - GENERAL FUND	06406 - IDEA Preschool (619) Base Allocation	\$0.00	\$10,000.00	\$10,000.00	\$1,542.00	\$0.00	\$8,458.00	15.42
01 - GENERAL FUND	06408 - IDEA Part B(611) Base/Enrollment Poverty Age 0-21	\$0.00	\$0.00	\$0.00	\$38,007.00	\$0.00	(\$38,007.00)	
01 - GENERAL FUND	06410 - IDEA Enrollment/Poverty (611)	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00
01 - GENERAL FUND	06418 - IDEA Part B PEaK Projects	\$0.00		\$0.00	\$483.36	\$0.00	(\$483.36)	
01 - GENERAL FUND	06969 - Title IV Part A ESEA/ESSA SSAE Grant	\$0.00		\$0.00	\$10,113.00	\$0.00	(\$10,113.00)	
01 - GENERAL FUND	06992 - REAP	\$0.00	\$17,100.00	\$17,100.00	\$23,750.00	\$2,594.00	(\$9,244.00)	138.89
01 - GENERAL FUND	06998 - Elem & Sec School Emergency Relief III	\$0.00		\$0.00	\$5,408.00	\$1,998.00	(\$7,406.00)	
01 - GENERAL FUND	08000 - Transfers-Outgoing	\$0.00	\$57,767.56	\$57,767.56	\$17,546.51	\$0.00	\$40,221.05	30.37
<b>Subtotal of Account Type: Expenditure</b>		<b>\$269,994.38</b>	<b>\$4,883,628.49</b>	<b>\$4,883,628.49</b>	<b>\$3,570,956.45</b>	<b>\$31,323.12</b>	<b>\$1,281,348.92</b>	
<b>Subtotal of Element: [FUND] 01 - GENERAL FUND</b>		<b>\$269,994.38</b>	<b>\$4,883,628.49</b>	<b>\$4,883,628.49</b>	<b>\$3,570,956.45</b>	<b>\$31,323.12</b>	<b>\$1,281,348.92</b>	
02 - DEPRECIATION FUND	02900 - Other Support Services	\$64,705.00	\$568,031.04	\$568,031.04	\$113,430.00	\$0.00	\$454,601.04	19.97
<b>Subtotal of Account Type: Expenditure</b>		<b>\$64,705.00</b>	<b>\$568,031.04</b>	<b>\$568,031.04</b>	<b>\$113,430.00</b>	<b>\$0.00</b>	<b>\$454,601.04</b>	
<b>Subtotal of Element: [FUND] 02 - DEPRECIATION FUND</b>		<b>\$64,705.00</b>	<b>\$568,031.04</b>	<b>\$568,031.04</b>	<b>\$113,430.00</b>	<b>\$0.00</b>	<b>\$454,601.04</b>	
03 - EMPLOYEE BENEFIT FUND (unemplo	02900 - Other Support Services	\$0.00	\$73,179.05	\$73,179.05	\$0.00	\$0.00	\$73,179.05	0.00
<b>Subtotal of Account Type: Expenditure</b>		<b>\$0.00</b>	<b>\$73,179.05</b>	<b>\$73,179.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$73,179.05</b>	
<b>Subtotal of Element: [FUND] 03 - EMPLOYEE BENEFIT FUND (unemplo</b>		<b>\$0.00</b>	<b>\$73,179.05</b>	<b>\$73,179.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$73,179.05</b>	

# Mullen Public Schools

## Rollup Report

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
06 - LUNCH FUND	03100 - Food Service Operations	\$1,399.62	\$151,072.80	\$151,072.80	\$123,765.52	\$550.00	\$26,757.28	81.92
<b>Subtotal of Account Type: Expenditure</b>		<b>\$1,399.62</b>	<b>\$151,072.80</b>	<b>\$151,072.80</b>	<b>\$123,765.52</b>	<b>\$550.00</b>	<b>\$26,757.28</b>	
<b>Subtotal of Element: [FUND] 06 - LUNCH FUND</b>		<b>\$1,399.62</b>	<b>\$151,072.80</b>	<b>\$151,072.80</b>	<b>\$123,765.52</b>	<b>\$550.00</b>	<b>\$26,757.28</b>	
07 - BOND FUND	05000 - Debt Service	\$0.00	\$96,116.25	\$96,116.25	\$96,116.25	\$0.00	\$0.00	100.00
<b>Subtotal of Account Type: Expenditure</b>		<b>\$0.00</b>	<b>\$96,116.25</b>	<b>\$96,116.25</b>	<b>\$96,116.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Subtotal of Element: [FUND] 07 - BOND FUND</b>		<b>\$0.00</b>	<b>\$96,116.25</b>	<b>\$96,116.25</b>	<b>\$96,116.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	
08 - SPECIAL BUILDING FUND	02610 - Operation of Buildings/Custodial	\$0.00		\$0.00	\$3,439.00	\$0.00	(\$3,439.00)	
08 - SPECIAL BUILDING FUND	04500 - Building Acquisition & Construction	\$117.04		\$0.00	\$11,177.42	\$29.60	(\$11,207.02)	
08 - SPECIAL BUILDING FUND	04600 - Site Improvements	\$0.00		\$0.00	\$3,494.99	\$0.00	(\$3,494.99)	
08 - SPECIAL BUILDING FUND	04700 - Building Improvements	\$0.00	\$428,273.07	\$428,273.07	\$0.00	\$0.00	\$428,273.07	0.00
08 - SPECIAL BUILDING FUND	05000 - Debt Service	\$0.00		\$0.00	\$200.00	\$0.00	(\$200.00)	
<b>Subtotal of Account Type: Expenditure</b>		<b>\$117.04</b>	<b>\$428,273.07</b>	<b>\$428,273.07</b>	<b>\$18,311.41</b>	<b>\$29.60</b>	<b>\$409,932.06</b>	
<b>Subtotal of Element: [FUND] 08 - SPECIAL BUILDING FUND</b>		<b>\$117.04</b>	<b>\$428,273.07</b>	<b>\$428,273.07</b>	<b>\$18,311.41</b>	<b>\$29.60</b>	<b>\$409,932.06</b>	
09 - QUALIFIED SCHOOL CONSTRUCTION	05000 - Debt Service	\$0.00	\$515,848.83	\$515,848.83	\$505,518.75	\$0.00	\$10,330.08	98.00
<b>Subtotal of Account Type: Expenditure</b>		<b>\$0.00</b>	<b>\$515,848.83</b>	<b>\$515,848.83</b>	<b>\$505,518.75</b>	<b>\$0.00</b>	<b>\$10,330.08</b>	
<b>Subtotal of Element: [FUND] 09 - QUALIFIED SCHOOL CONSTRUCTION</b>		<b>\$0.00</b>	<b>\$515,848.83</b>	<b>\$515,848.83</b>	<b>\$505,518.75</b>	<b>\$0.00</b>	<b>\$10,330.08</b>	
<b>Grand Total</b>		<b>\$336,216.04</b>	<b>\$6,716,149.53</b>	<b>\$6,716,149.53</b>	<b>\$4,428,098.38</b>	<b>\$31,902.72</b>	<b>\$2,256,148.43</b>	

ACTIVITY FUND CHECK SUMMARY JUNE 2023

Check #	Check Date	Vendor Name	PO #	Description	Amount
005EFT	6/10/2023	PEPSI COLA OF WESTERN NE		HS pop	\$76.26
38399	6/1/2023	The Graphic Edge DBA Game One		State track shirts	\$771.44
38400	6/1/2023	Midwest Grads		graduation caps/gowns	\$439.50
38401	6/1/2023	NSAA		NSAA /NSIAAAA membership,activities & fees	\$1,300.00
38402	6/1/2023	PAXTON CONSOLIDATED SCHOOLS		District Track entry fee	\$255.42
38403	6/1/2023	Clint Svoboda		volunteer golf coach nominal fee	\$500.00
38404	6/1/2023	Walmart Community - Capital One		art club supper & NHS service trip supplies	\$530.43
38405	6/12/2023	Shawn Cole		MNAC vs MAC BB All Star game officials	\$150.00
38406	6/12/2023	Cody Lee		MNAC vs MAC BB All Star game officials	\$150.00
38407	6/12/2023	Landon Swedberg		MNAC vs MAC BB All Star game officials	\$150.00
38408	6/14/2023	Amazon Capital Services, Inc	23036	training room/multi room supplies	\$318.08
38409	6/14/2023	Candlewood Suites		State Track Admin lodging	\$330.00
38410	6/14/2023	MACKES GROCERY		supplies	\$71.73
				National FCCLA registration, Prom tarps, state track lodging/meals, state journalism, district golf, shop supplies	\$6,093.57
38411	6/14/2023	U.S. Bank			
38412	6/22/2023	Kay M. Dent		Minden camp fee, UNK camp lodging, bands	\$509.93
38413	6/22/2023	Stadium Sports		MNAC All Star BB jerseys	\$436.10
38414	6/23/2023	Colter Julian		Wrestling Camp clinician	\$200.00
38415	6/29/2023	Caterers R Us		Spring FFA banquet 65 @ \$11	\$715.00
38416	6/29/2023	Hershey Public Schools		BBB Camp	\$125.00
					\$13,122.46

ALL Data

# Check Summary Report

Arranged by:  
Check Number

Date: 06/01/2023 thru 06/30/2023

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
007126	O	06/01/2023	BLUE CROSS BLUE SHIELD		June summer premiums	6,036.72
007127	O	06/01/2023	Midwest Grads		diplomas	129.50
7128	O	06/21/2023	HOOKER COUNTY		title fee 2023 suburban license	11.00
<b>Report Total:</b>						<b>6,177.22</b>

# Current Cash Balance Report

SELECTED Data

Arranged by:

Date: 06/01/2023 thru 06/30/2023

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITIES</b>					
120 Hill Top Gym & Weight Room	18,491.61	150.00	0.00	0.00	18,641.61
175 Doug Young Memorial	5,928.66	0.00	0.00	0.00	5,928.66
180 Dan Brost Memorial	2,515.37	0.00	0.00	0.00	2,515.37
185 Chuck Hafer Memorial	864.02	0.00	0.00	0.00	864.02
190 Keith Saults Memorial	27,881.43	0.00	845.04	0.00	27,036.39
195 Lee Isom Memorial	730.00	0.00	0.00	0.00	730.00
250 Banking	4,149.54	232.42	0.00	0.00	4,381.96
300 Media	3,204.59	0.00	0.00	0.00	3,204.59
400 CONCESSIONS	2,774.47	111.92	76.26	0.00	2,810.13
425 Pepsi Cola	6,011.94	0.00	0.00	0.00	6,011.94
430 Vending Machine	464.91	0.00	0.00	0.00	464.91
450 Wellness	3,454.11	0.00	0.00	0.00	3,454.11
500 FCCLA--LOCAL	5,413.14	298.00	0.00	0.00	5,711.14
510 FCCLA--DISTRICT 10	862.04	0.00	0.00	0.00	862.04
520 FCCLA--NATIONAL	1,229.25	945.00	2,735.00	0.00	-560.75
721 Class of 2021	0.00	0.00	0.00	0.00	0.00
722 Class of 2022	974.54	0.00	0.00	0.00	974.54
723 Class of 2023	1,668.47	0.00	439.50	0.00	1,228.97
724 Class of 2024	2,040.68	0.00	0.00	0.00	2,040.68
725 Class of 2025	3,939.16	0.00	0.00	0.00	3,939.16
726 Class of 2026	4,215.07	0.00	0.00	0.00	4,215.07
727 Class of 2027	3,156.93	0.00	0.00	0.00	3,156.93
728 Class of 2028	1,422.01	0.00	0.00	0.00	1,422.01
729 Class of 2029	1,026.76	0.00	0.00	0.00	1,026.76
800 ANNUAL	2,577.68	100.00	0.00	0.00	2,677.68
825 Digital Yearbooks	3,523.24	0.00	0.00	0.00	3,523.24
850 Computer/Technology	2,718.43	0.00	0.00	0.00	2,718.43
900 MUSIC	711.99	0.00	0.00	0.00	711.99
950 BAND/MUSIC CLUB	1,449.05	0.00	0.00	0.00	1,449.05
1000 SHOP	6,285.36	0.00	103.00	0.00	6,182.36
1010 PlasmaCam/Power Drive	3,861.54	0.00	0.00	0.00	3,861.54
1050 FFA	8,531.02	0.00	557.00	0.00	7,974.02
1100 SUMMER & YOUTH RECREATION	6,237.73	70.00	0.00	0.00	6,307.73
1150 PLAYGROUND	4,226.45	0.00	0.00	0.00	4,226.45
1300 CHEERLEADERS	2,351.35	0.00	0.00	0.00	2,351.35
1400 SPANISH CLUB	2,645.10	0.00	0.00	0.00	2,645.10
1500 NATIONAL HONOR SOCIETY	3,252.55	0.00	43.49	0.00	3,209.06
1520 Quiz Bowl	1,054.21	0.00	0.00	0.00	1,054.21
1550 FLORIDA SCIENCE	1,422.83	0.00	0.00	0.00	1,422.83
1600 ART CLUB	3,617.61	0.00	451.87	0.00	3,165.74
1700 STUDENT COUNCIL	690.64	0.00	0.00	0.00	690.64
1800 M CLUB	2,005.22	0.00	0.00	0.00	2,005.22
1801 Broncos Cross Country	1,118.69	250.00	0.00	0.00	1,368.69
1802 Bronco Football	3,351.19	0.00	0.00	0.00	3,351.19
1804 Bronco Girls Golf	0.00	0.00	0.00	0.00	0.00
1805 Lady Bronco Volleyball Club	1,328.26	0.00	0.00	0.00	1,328.26
1806 Bronco Lady Basketball	5,145.25	2,030.00	409.97	0.00	6,765.28
1807 Bronco Basketball	4,027.16	175.00	1,011.10	0.00	3,191.06
1808 Bronco Wrestling	9,036.61	0.00	200.00	0.00	8,836.61
1809 Bronco Track Team	1,290.38	13.00	1,056.85	0.00	246.53
1811 Bronco Boys Golf	5,943.72	0.00	67.99	0.00	5,875.73

# Current Cash Balance Report

SELECTED Data

Date: 06/01/2023 thru 06/30/2023

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1820 Bronco Play Production	545.95	0.00	0.00	0.00	545.95
1825 Bronco Speech	648.83	0.00	0.00	0.00	648.83
1840 Bronco Journalism	-52.98	0.00	0.00	0.00	-52.98
1950 Scholarships	1,295.62	0.00	0.00	0.00	1,295.62
1955 Marilyn Downing Scholarship est 2019	7,384.78	0.00	0.00	0.00	7,384.78
2200 TURNER FOUNDATION	814.99	0.00	0.00	0.00	814.99
3000 MATH-SCIENCE COALITION	3,889.41	0.00	0.00	0.00	3,889.41
3100 STEM	1,621.60	0.00	0.00	0.00	1,621.60
3200 Green House Project	50,000.00	0.00	0.00	0.00	50,000.00
<b>A ACTIVITIES Totals:</b>	<b>256,970.16</b>	<b>4,375.34</b>	<b>7,997.07</b>	<b>0.00</b>	<b>253,348.43</b>
<b>B NSAA Activities</b>					
100330 Employee Training/Development	0.00	0.00	0.00	0.00	0.00
100580 Employee Travel	-1,638.37	0.00	330.00	0.00	-1,968.37
100610 Supplies	-2,554.71	0.00	318.08	0.00	-2,872.79
100810 Dues/Fees	-6,458.50	0.00	1,300.00	0.00	-7,758.50
100890 Misc Expense	502.67	0.00	0.00	0.00	502.67
1001710 Admissions Activity Tickets	750.00	0.00	0.00	0.00	750.00
1005200 Transfer from GL	0.00	0.00	0.00	0.00	0.00
1005690 Non Revenue Receipts	537.98	0.00	0.00	0.00	537.98
<b>B NSAA Activities Totals:</b>	<b>-8,860.93</b>	<b>0.00</b>	<b>1,948.08</b>	<b>0.00</b>	<b>-10,809.01</b>
<b>C Cross Country</b>					
5010580 Cross Country Travel	0.00	92.65	0.00	0.00	92.65
5010610 Cross Country Supplies	-25.84	0.00	0.00	0.00	-25.84
5010810 Cross Country Dues/Fees	-328.00	0.00	0.00	0.00	-328.00
5010890 Cross Country Misc Exp	0.00	0.00	0.00	0.00	0.00
5015200 Cross Country transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>C Cross Country Totals:</b>	<b>-353.84</b>	<b>92.65</b>	<b>0.00</b>	<b>0.00</b>	<b>-261.19</b>
<b>D Football</b>					
5020340 Football Officials	-3,000.00	0.00	0.00	0.00	-3,000.00
5020580 Football Travel	344.96	0.00	0.00	0.00	344.96
5020610 Football Supplies	-4,872.55	0.00	0.00	0.00	-4,872.55
5020810 Football Dues/Fees	-624.00	0.00	0.00	0.00	-624.00
5020890 Football Misc Exp	-580.50	0.00	0.00	0.00	-580.50
5021710 Football Admissions	2,936.00	0.00	0.00	0.00	2,936.00
5025200 Football transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>D Football Totals:</b>	<b>-5,796.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,796.09</b>
<b>E Girls Golf</b>					
5040580 Girls Golf Travel	-179.98	0.00	0.00	0.00	-179.98
5040610 Girls Golf Supplies	0.00	0.00	0.00	0.00	0.00
5040810 Girls Golf Dues/Fees	-400.00	0.00	0.00	0.00	-400.00
5040890 Girls Golf Misc Exp	-55.67	0.00	0.00	0.00	-55.67
5045200 Girls Golf transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>E Girls Golf Totals:</b>	<b>-635.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-635.65</b>
<b>F Volleyball</b>					
5050171 Volleyball Admissions	1,013.00	0.00	0.00	0.00	1,013.00
5050340 Volleyball Officials	-560.00	0.00	0.00	0.00	-560.00
5050580 Volleyball Travel	0.00	0.00	0.00	0.00	0.00
5050610 Volleyball Supplies	-345.85	0.00	0.00	0.00	-345.85
5050810 Volleyball Dues/Fees	-699.00	0.00	0.00	0.00	-699.00
5050890 Volleyball Misc Exp	0.00	0.00	0.00	0.00	0.00
5055200 Volleyball transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>F Volleyball Totals:</b>	<b>-591.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-591.85</b>

# Current Cash Balance Report

SELECTED Data

Date: 06/01/2023 thru 06/30/2023

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>G Girls Basketball</b>					
5060340 Girls Basketball Officials	-1,350.00	0.00	0.00	0.00	-1,350.00
5060580 Girls Basketball Travel	0.00	0.00	0.00	0.00	0.00
5060610 Girls Basketball Supplies	-1,753.13	0.00	99.96	0.00	-1,853.09
5060810 Girls Basketball Dues/Fees	-724.00	0.00	0.00	0.00	-724.00
5060890 Girls Basketball Misc Exp	-62.27	0.00	0.00	0.00	-62.27
5061710 Girls Basketball Admissions	1,707.38	0.00	0.00	0.00	1,707.38
5065200 Girls Basketball transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>G Girls Basketball Totals:</b>	<b>-2,182.02</b>	<b>0.00</b>	<b>99.96</b>	<b>0.00</b>	<b>-2,281.98</b>
<b>H Boys Basketball</b>					
5070340 Boys Basketball Officials	-2,465.00	0.00	0.00	0.00	-2,465.00
5070580 Boys Basketball Travel	0.00	0.00	477.82	0.00	-477.82
5070610 Boys Basketball Supplies	-315.83	0.00	0.00	0.00	-315.83
5070810 Boys Basketball Dues/Fees	-549.00	0.00	0.00	0.00	-549.00
5070890 Boys Basketball Misc Exp	253.56	0.00	0.00	0.00	253.56
5071710 Boys Basketball Admissions	3,542.87	0.00	0.00	0.00	3,542.87
5075200 Boys Basketball transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>H Boys Basketball Totals:</b>	<b>466.60</b>	<b>0.00</b>	<b>477.82</b>	<b>0.00</b>	<b>-11.22</b>
<b>I Wrestling</b>					
5080340 Wrestling Officials	-1,290.00	0.00	0.00	0.00	-1,290.00
5080580 Wrestling Travel	-3,183.00	575.05	0.00	0.00	-2,607.95
5080610 Wrestling Supplies	-588.84	0.00	0.00	0.00	-588.84
5080810 Wrestling Dues/Fees	23.50	0.00	0.00	0.00	23.50
5080890 Wrestling Misc Exp	-948.77	0.00	0.00	0.00	-948.77
5081710 Wrestling Admissions	1,751.00	0.00	0.00	0.00	1,751.00
5085200 Wrestling transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>I Wrestling Totals:</b>	<b>-4,236.11</b>	<b>575.05</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,661.06</b>
<b>J Track &amp; Field</b>					
5090580 Track Travel	0.00	750.10	1,763.12	0.00	-1,013.02
5090610 Track Supplies	-247.21	0.00	0.00	0.00	-247.21
5090810 Track Dues/Fees	-1,200.00	0.00	255.42	0.00	-1,455.42
5090890 Track Misc Exp	0.00	0.00	0.00	0.00	0.00
5095200 Track transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>J Track &amp; Field Totals:</b>	<b>-1,447.21</b>	<b>750.10</b>	<b>2,018.54</b>	<b>0.00</b>	<b>-2,715.65</b>
<b>K Boys Golf</b>					
5110580 Boys Golf Travel	0.00	0.00	0.00	0.00	0.00
5110610 Boys Golf Supplies	-686.83	0.00	0.00	0.00	-686.83
5110810 Boys Golf Dues/Fees	-355.00	0.00	0.00	0.00	-355.00
5110890 Boys Golf Misc Exp	-237.41	0.00	500.00	0.00	-737.41
5115200 Boys Golf Transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>K Boys Golf Totals:</b>	<b>-1,279.24</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>-1,779.24</b>
<b>L Play Production</b>					
5120580 Play Production Travel	0.00	0.00	0.00	0.00	0.00
5120610 Play Production Supplies	-443.79	0.00	0.00	0.00	-443.79
5120810 Play Production Dues/Fees	-819.00	0.00	0.00	0.00	-819.00
5120890 Play Production Misc Exp	0.00	0.00	0.00	0.00	0.00
5125200 Play Production transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>L Play Production Totals:</b>	<b>-1,262.79</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,262.79</b>
<b>M Speech</b>					
5130340 Speech Judges	0.00	0.00	0.00	0.00	0.00
5130580 Speech Travel	-717.90	0.00	0.00	0.00	-717.90
5130610 Speech Supplies	-361.58	0.00	0.00	0.00	-361.58

SELECTED Data

# Current Cash Balance Report

Arranged by:

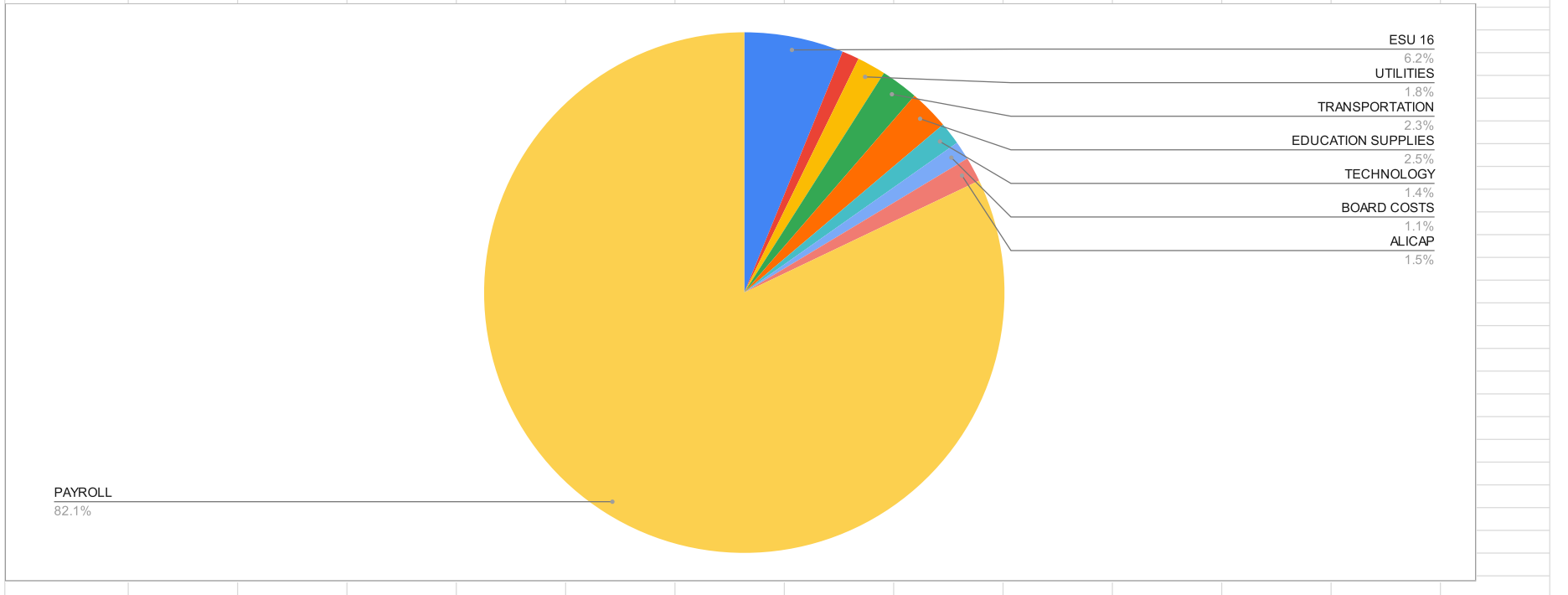
Date: 06/01/2023 thru 06/30/2023

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
5130810 Speech Dues/Fees	-851.29	0.00	0.00	0.00	-851.29
5130890 Speech Misc Exp	0.00	0.00	0.00	0.00	0.00
5135200 Speech transfer from GL	0.00	0.00	0.00	0.00	0.00
<b>M Speech Totals:</b>	<b>-1,930.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,930.77</b>
<b>N Journalism</b>					
5140200 Journalism transfer from GL	0.00	0.00	0.00	0.00	0.00
5140580 Journalism Travel	0.00	0.00	80.99	0.00	-80.99
5140610 Journalism Supplies	-327.22	0.00	0.00	0.00	-327.22
5140810 Journalism Dues & Fees	0.00	0.00	0.00	0.00	0.00
5140890 Journalism Misc Exp	0.00	0.00	0.00	0.00	0.00
<b>N Journalism Totals:</b>	<b>-327.22</b>	<b>0.00</b>	<b>80.99</b>	<b>0.00</b>	<b>-408.21</b>
<b>Report Totals:</b>	<b>228,533.04</b>	<b>5,793.14</b>	<b>13,122.46</b>	<b>0.00</b>	<b>221,203.72</b>

**2022-2023 MULLEN PUBLIC SCHOOLS GENERAL FUND EXPENDITURE DATA**

	ESU 16	Maintenance	Utilities	Transportation	Ed Supplies	Tech Supplies	Board Costs	Insurance	Payroll	Bills	Total	Transfers	
September 2022	\$0.00	\$4,999.18	\$6,437.53	\$10,470.38	\$8,328.62	\$23,417.33	\$8,364.52	\$52,652.00	\$268,739.83	\$114,669.56	\$383,409.39	\$0.00	
October 2022	\$27,076.56	\$3,815.43	\$6,408.34	\$7,988.58	\$4,904.76	\$736.50	\$617.21	\$0.00	\$281,450.44	\$51,547.38	\$332,997.82	\$0.00	
November 2022	\$26,971.56	\$964.64	\$4,850.86	\$6,968.64	\$6,950.06	\$5,270.95	\$10,928.76	\$0.00	\$271,158.16	\$62,905.47	\$334,063.63	\$0.00	
December 2022	\$29,644.40	\$6,474.63	\$5,679.19	\$6,321.09	\$2,934.57	\$1,044.07	\$2,341.91	\$0.00	\$268,696.71	\$54,439.86	\$323,136.57	\$17,546.51	
January 2023	\$26,831.56	\$3,052.95	\$5,517.66	\$9,939.81	\$4,182.85	\$1,155.05	\$7,367.30	\$0.00	\$271,304.66	\$58,047.18	\$329,351.84	\$0.00	
February 2023	\$26,831.56	\$1,857.95	\$6,413.21	\$10,662.62	\$7,077.74	\$0.00	\$4,064.58	\$1,344.00	\$252,397.41	\$58,251.66	\$310,649.07	\$0.00	
March 2023	\$25,174.56	\$3,190.38	\$7,571.69	\$5,538.98	\$6,112.61	\$3,119.54	\$1,757.31	\$0.00	\$264,487.87	\$52,465.07	\$316,952.94	\$0.00	
April 2023	\$30,709.56	\$1,797.41	\$8,101.90	\$7,448.67	\$5,588.09	\$0.00	\$1,566.42	\$500.00	\$276,175.82	\$55,712.05	\$331,887.87	\$0.00	
May 2023	\$24,627.56	\$1,817.90	\$4,776.27	\$5,260.25	\$13,117.48	\$0.00	\$1,899.67		\$266,427.83	\$51,499.13	\$317,926.96	\$0.00	
June 2023	\$0.00	\$1,100.28	\$4,425.05	\$4,651.35	\$18,441.89	\$15,083.00	\$1,604.61	\$0.00	\$257,733.29	\$45,306.18	\$303,039.47	\$0.00	
July 2023	\$1,445.00	\$8,680.02	\$3,371.65	\$7,466.70	\$10,649.03	\$0.00	\$275.57	\$0.00	\$238,106.41	\$31,887.97	\$269,994.38	\$0.00	
August 2023	\$0.00							\$0.00		\$0.00	\$0.00		
	\$219,312.32	\$37,750.77	\$63,553.35	\$82,717.07	\$88,287.70	\$49,826.44	\$40,787.86	\$54,496.00	\$2,916,678.43	\$636,731.51	\$3,553,409.94	\$17,546.51	\$3,570,956.45
	0.062	0.011	0.018	0.023	0.025	0.014	0.011	0.015	0.821	0.179			
Budgeted Amount	\$222,879.00	\$125,000.00	\$185,000.00	\$120,000.00	\$136,026.70	\$75,000.00	\$62,050.00	\$60,000.00	\$3,169,959.45	\$985,955.70	\$4,155,915.15	\$287,767.56	
Remaining	\$3,566.68	\$87,249.23	\$121,446.65	\$37,282.93	\$47,739.00	\$25,173.56	\$21,262.14	\$5,504.00	\$253,281.02	\$349,224.19	\$602,505.21	\$270,221.05	



# Mullen Public Schools

## Cash Summary Report June 2023

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
01	GENERAL FUND	\$2,086,149.94	\$322,055.45	(\$303,039.47)	\$2,105,165.92
02	DEPRECIATION FUND	\$321,942.65	\$330.76	\$0.00	\$322,273.41
03	EMPLOYEE BENEFIT FUND	\$73,666.75	\$75.69	\$0.00	\$73,742.44
06	LUNCH FUND	\$43,608.24	\$7,336.14	(\$7,313.18)	\$43,631.20
07	BOND FUND	\$0.00	\$0.00	\$0.00	\$0.00
08	SPECIAL BUILDING FUND	\$424,149.81	\$435.41	(\$1,041.48)	\$423,543.74
09	QUAL SCHOOL CONSTR	\$11,211.61	\$11.52	\$0.00	\$11,223.13
05	ACTIVITY FUND	\$228,533.04	\$13,011.64	(\$9,647.11)	\$231,897.57
	PETTY CASH FUND	\$9,136.96	\$5,059.19	(\$6,177.22)	\$8,018.93
	CAFETERIA PLAN	\$9,297.73	\$535.09	\$0.00	\$9,832.82
		<b>\$3,207,696.73</b>	<b>\$348,850.89</b>	<b>(\$327,218.46)</b>	<b>\$3,229,329.16</b>

## County Treasurer's Report July 2023 Receipts (June collections)

	GENERAL	BOND	SPEC BUILDING	QSCB	TOTAL
HOOKER	\$10,334.64				\$10,334.64
CHERRY	\$7,106.44				\$7,106.44
THOMAS	not available				\$0.00
<b>TOTAL</b>	<b>\$17,441.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,441.08</b>

## Cash Summary Report YTD 2022-2023

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
01	GENERAL FUND	\$1,322,378.34	\$4,083,749.65	(\$3,300,962.07)	\$2,105,165.92
02	DEPRECIATION FUND	\$367,590.09	\$3,408.32	(\$48,725.00)	\$322,273.41
03	EMPLOYEE BENEFIT FUND	\$73,048.55	\$693.89	\$0.00	\$73,742.44
06	LUNCH FUND	\$53,351.43	\$112,655.97	(\$122,376.20)	\$43,631.20
07	BOND FUND	\$78,397.25	\$17,719.00	(\$96,116.25)	\$0.00
08	SPECIAL BUILDING FUND	\$427,713.00	\$14,025.11	(\$18,194.37)	\$423,543.74
09	QUAL SCHOOL CONSTR	\$505,373.47	\$11,368.41	(\$505,518.75)	\$11,223.13
05	ACTIVITY FUND	\$209,643.89	\$164,305.75	(\$142,052.07)	\$231,897.57
	PETTY CASH FUND	\$5,000.00	\$51,136.47	(\$48,117.54)	\$8,018.93
	CAFETERIA PLAN	\$7,075.98	\$7,129.01	(\$4,372.17)	\$9,832.82
		<b>\$3,049,572.00</b>	<b>\$4,466,191.58</b>	<b>(\$4,286,434.42)</b>	<b>\$3,229,329.16</b>

## 5018

### Parent and Guardian Involvement In Education Practices

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

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

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

- b. State Assessments

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

- c. National Assessment of Educational Progress

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

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

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

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

Adopted on: August 14, 2017  
Revised on: July 12, 2018  
Reviewed on: July 10, 2023

## **5045 Student Fees**

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

### **A. Definitions.**

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

### **B. Listing of Fees Charged by this District.**

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

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

## **2. Safety Equipment and Attire.**

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

## **3. Personal or Consumable Items.**

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

## **4. Materials Required for Course Projects.**

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

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

### **Listed in Student Handbook**

- Industrial Technology Classes \$100.00 (\$50.00/sem.)
  - If a student has a much more comprehensive project, they may be asked to contribute more than \$100 if they intend to take the project with them when the class has been completed.
- Art Classes \$50.00 (\$25.00/sem.)
- Family and Consumer Science Classes \$50.00 (\$25.00/sem.)

## **5. Technological Devices**

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a

student is not required by the district's curriculum to utilize a device off district property, the district may charge K-12 students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$30.00. If the fee is not paid, students will NOT be allowed to take the device off campus and will need to check it in and out daily with the technology director.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required to, purchase insurance coverage for the devices on their own personal policies.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments. Students must meet the required amount (\$320) to purchase their technological device.

## **6. Extracurricular Activities.**

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

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

- Student activity card \$10.00  
*Covers admission to all extracurricular events*
  
- Football students must provide their own football shoes, undergarments, & specialized mouth guards/equipment

- Golf students must provide their own golf shoes, undergarments, & clubs
- Track, Cross Country, Wrestling, & Volleyball students must provide their own shoes, specialized pads, and undergarments
- FFA student must purchase their own jackets and pay annual dues of \$25.00
- FCCLA \$20.00 annual dues

**7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district’s high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$500 per course.

**8. Transportation Costs.**

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

The maximum dollar amount of the transportation fee charged by this district shall be \$0.60 per mile.

**9. Copies of Student Files or Records.**

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

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

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

The district does not offer these services. In the event that these services are provided, the district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

**11. Participation in Summer School or Night School.**

When necessary, the district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses of necessary. The maximum dollar amount charged by the district for summer and night school shall be \$500.00.

**12. Charges for Food Consumed by Students.**

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

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

- Breakfast Program – Grades K-6
  - Regular Price \$2.50
  - Reduced Price \$0.30
  
- Breakfast Program – Grades 7-12
  - Regular Price \$2.50
  - Reduced Price \$0.30
  
- Lunch Program – Grades K-5
  - Regular Price \$3.25
  - Reduced Price \$0.40
  
- Lunch Program – Grades 6-12
  - Regular Price \$3.50
  - Reduced Price \$0.40

### **13. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. 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 or if renting a school instrument, the cost will be \$25 per semester

### **14. Contributions for Class Extracurricular Activities.**

Contributions for Extracurricular Activities. Students are eligible to participate in a number of unique extracurricular activities during their years in high school, including prom, homecoming, school dances, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will give the option for each student to contribute to their class's fund rather than complete the required fundraising. This contribution is completely voluntary. Students who choose not to contribute to the class fund or their activity fund account are still eligible to participate in the extra activities, but will be asked to help with fundraising. If a student opts out of fundraising, the donation to the class fund may range from \$30 to \$100 per fundraising activity depending on the value of the activity. The value will be determined by the building principal.

### **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 available online at [www.mullenpublicschools.org](http://www.mullenpublicschools.org) and it will be referred to in the Student Handbook or its equivalent. It will be provided to students and parents at no cost.

**E. Voluntary Contributions to Defray Costs.**

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

**F. Fund-Raising Activities**

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

**G. Activities Fund.**

The school board has an established Activities Fund. The Activities Fund shall be a separate school district fund that will not be solely funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities.

Adopted on: August 14, 2017

Revised on: July 10, 2023

Reviewed on: \_\_\_\_\_

## **5057**

### **District Title I Parent and Family Engagement Policy**

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

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

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

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

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

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

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

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: July 10, 2023

## **5001 Compulsory Attendance and Excessive Absenteeism**

*"School success is 90 percent showing up; the other half is mental." Yogi Berra*

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

### **Required Attendance**

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

### **Mandatory Attendance Age**

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

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

### **Discontinuing Enrollment – 5 Year Old Students**

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

school district until the beginning of the following school year unless otherwise required by law.

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

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

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

### **Attendance Officer**

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

### **Expectations for Regular Attendance:**

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
  - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
  - b.) absences when the weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
  - c.) student attendance at a school-sponsored activity;
  - d.) student has been suspended or expelled from school by the school district; and

- e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor illnesses, family events, routine medical appointments are simply "absences."
  4. Upon return from every absence or partial-day absence, students may be encouraged to remain after school for 30 minutes to meet with teachers, work on missed assignments or simply to study. The location and supervision of the student will be determined by the building principal in consultation with the student's classroom teacher(s).
  5. Students must not be absent from any course more than seven days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

### **Attendance Incentives:**

Building principals may establish attendance incentives for their students. Those may include:

- Special Recognition of students who have 95% or greater attendance each quarter
- Excusal from certain classroom assignments (final exam, written report) for students with 95% or greater attendance each semester
- Special rewards (movie day, field day, extra recess) for students who have 95% or greater attendance

At the conclusion of each quarter building principals report to the board what incentives were implemented and the effectiveness of the incentive in improving student attendance and engagement.

### **When students are absent from school, district staff will respond as follows:**

#### **First Stage Response to Absences**

1. A member of district staff will contact parent via telephone for every absence if the parent has not contacted the school in advance.
2. After a student's third absence in any given quarter, the school's attendance officer will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
  - a. This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate)
  - b. The meeting shall be documented
  - c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance

3. Building principals must meet with teachers who have 10% of their students miss seven or more days of class in any given quarter to review strategies to increase student engagement. A consistent pattern of student absences from a teacher's classes may result in a formal remediation plan.
4. The superintendent must meet with the building principal if more than 10% of students miss seven or more days of class in any quarter to review strategies to improve the school building's climate. A consistent pattern of building-wide absenteeism may result in a formal remediation plan.

### **Second Stage Response to Absences**

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: July 10, 2023

## **Acknowledgment of Receipt**

I understand that consistent school attendance is required by state law. I also understand that student achievement is directly linked to excellent attendance. I have received the board of education's new policy on student attendance and have reviewed it.

Student  
Name \_\_\_\_\_

Student  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian  
Name \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_

Date \_\_\_\_\_

## **5054 Student Bullying**

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

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

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform on the Mullen Public Schools website at [www.mullenpublicschools.org](http://www.mullenpublicschools.org) to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

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

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

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

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

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

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

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

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

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

Adopted on: November 14, 2017

Revised on: July 13, 2020

Reviewed on: July 10, 2023

# MULLEN PUBLIC SCHOOLS STUDENT HANDBOOK



## 2023-2024 Edition

404 N Blaine Ave  
P.O. Box 127  
Mullen, NE 69152  
Phone: (308) 546-2223 (HS)

106 NE 2nd St.  
P.O. Box 89  
Mullen, NE 69152  
Phone: (308) 546-2292 (Elementary)

Fax: (308) 546-2209

## TABLE OF CONTENTS

<b>WELCOME</b>	<b>19</b>
<b>Intent of Handbook</b>	<b>21</b>
<b>Notice of Non-Discrimination</b>	<b>21</b>
<b>Notice To Parents/Guardians And Students</b>	<b>21</b>
<b>Notice To Visitors</b>	<b>21</b>
<b>SECTION ONE--DISTRICT POLICIES</b>	<b>22</b>
<b>DIRECTION &amp; PURPOSE- Mission, Vision, &amp; Tagline</b>	<b>22</b>
<b>The Mission of Mullen Public Schools is</b>	<b>22</b>
<b>to Build a Foundation</b>	<b>22</b>
<b>through Meaningful Relationships, Relevant and Challenging Coursework;</b>	<b>22</b>
<b>to Create Opportunities for Learning</b>	<b>22</b>
<b>in a Safe and Nurturing Environment;</b>	<b>22</b>
<b>to Encourage Confidence, Critical Thinking, and Creativity</b>	<b>22</b>
<b>in Our Students so they will</b>	<b>22</b>
<b>become Successful and Productive Members of Society.</b>	<b>22</b>
<b>The Vision of Mullen Public Schools is</b>	<b>22</b>
<b>To prepare for the future by learning today.</b>	<b>22</b>
<b>The Tagline of Mullen Public Schools is</b>	<b>22</b>
<b>MUTUAL RESPECT</b>	<b>22</b>
<b>MULTICULTURAL POLICY</b>	<b>22</b>
<b>ACADEMIC INTEGRITY, CHEATING AND PLAGIARISM</b>	<b>23</b>
<b>Cheating</b>	<b>23</b>
<b>Plagiarism</b>	<b>24</b>
<b>ATTENDANCE</b>	<b>24</b>
<b>Required Attendance</b>	<b>24</b>
<b>Mandatory Attendance Age</b>	<b>24</b>
<b>Exceptions</b>	<b>24</b>
<b>Discontinuing Enrollment – 5 Year Old Students</b>	<b>24</b>
<b>Attendance Officer</b>	<b>24</b>
<b>Attendance Policy</b>	<b>24</b>
<b>Excused Absences</b>	<b>25</b>
<b>Parents/Guardians Are Obligated To:</b>	<b>25</b>

<b>Excessive Absenteeism</b>	<b>25</b>
<b>Absences Due To Illness</b>	<b>25</b>
<b>Planned Absences</b>	<b>25</b>
<b>For Planned Absences, Students Are Obligated To:</b>	<b>25</b>
<b>COMPUTER NETWORK USE BY STUDENTS</b>	<b>26</b>
<b>Student Expectations in the Use of the Internet</b>	<b>26</b>
Acceptable Use	26
Unacceptable Use	26
<b>Enforcement</b>	<b>26</b>
Methods of Enforcement	27
Consequences for Violation of this Policy	27
<b>Protection of Students</b>	<b>27</b>
Children’s Online Privacy Protection Act (COPPA)	27
Education About Appropriate Online Behavior	27
<b>DIRECTORY INFORMATION</b>	<b>28</b>
<b>Non-Directory Information</b>	<b>28</b>
<b>DRUGS, ALCOHOL, &amp; TOBACCO</b>	<b>28</b>
<b>Drug Free Schools</b>	<b>28</b>
<b>Smoking, Juuling, Vaping, and Tobacco</b>	<b>28</b>
<b>Sniffer (Drug) Dogs</b>	<b>28</b>
<b>EMERGENCY CONTACT INFORMATION</b>	<b>29</b>
<b>EVACUATIONS</b>	<b>29</b>
<b>Tornado Drill</b>	<b>29</b>
<b>Bomb Threat</b>	<b>29</b>
<b>FINANCIAL</b>	<b>29</b>
<b>Bills</b>	<b>29</b>
<b>Books</b>	<b>29</b>
<b>Fund-Raising Activities</b>	<b>30</b>
<b>Student Fee Policy</b>	<b>30</b>
<b>Listing of Fees Charged by this District.</b>	<b>30</b>
<b>Voluntary Contributions to Defray Costs</b>	<b>31</b>
<b>FOOD SERVICE PROGRAM</b>	<b>31</b>
<b>Breakfast</b>	<b>31</b>
<b>Lunch</b>	<b>32</b>
<b>Payment for Meals</b>	<b>32</b>
<b>Collection of Delinquent Meal Charge Debt</b>	<b>32</b>

<b>HEALTH</b>	<b>33</b>
<b>Communicable Diseases</b>	<b>33</b>
<b>Eye Exams</b>	<b>33</b>
<b>First-Aid</b>	<b>33</b>
<b>Head Lice</b>	<b>33</b>
<b>Health Problems Limiting Activities</b>	<b>33</b>
<b>Illness or Injury at school</b>	<b>34</b>
<b>Immunizations</b>	<b>34</b>
<b>Medications</b>	<b>34</b>
<b>Physical Exam</b>	<b>34</b>
<b>Self Management of Diabetes or Asthma/Anaphylaxis</b>	<b>35</b>
<b>Student Illness</b>	<b>35</b>
<b>HOMEBOUND INSTRUCTION</b>	<b>35</b>
<b>HOMELESS CHILDREN AND YOUTH</b>	<b>35</b>
<b>LEGAL</b>	<b>36</b>
<b>Bullying</b>	<b>36</b>
<b>Complaint Procedure</b>	<b>36</b>
<b>Complaints</b>	<b>38</b>
<b>Dating Violence</b>	<b>38</b>
<b>Discrimination and Harassment</b>	<b>39</b>
Initiations and Hazing	39
<b>Military Access</b>	<b>39</b>
<b>Nondiscrimination Statement</b>	<b>39</b>
<b>Secret Organizations</b>	<b>39</b>
<b>PARENTAL INVOLVEMENT</b>	<b>40</b>
<b>Communicating with Parents/Guardians</b>	<b>40</b>
<b>Parent Volunteers at School</b>	<b>40</b>
<b>STUDENT DISCIPLINE</b>	<b>40</b>
<b>General Discipline Philosophy</b>	<b>40</b>
<b>Forms of School Discipline</b>	<b>41</b>
<b>After School Sessions and Detentions</b>	<b>41</b>
<b>In-School Suspension</b>	<b>41</b>
<b>Emergency Exclusion</b>	<b>41</b>
<b>Public Displays of Affection</b>	<b>42</b>
<b>Short-Term Suspension</b>	<b>42</b>
<b>Long-Term Suspension</b>	<b>42</b>
<b>Expulsion</b>	<b>42</b>

<b>Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:</b>	<b>43</b>
<b>Due Process Afforded to Students Facing Long-term Suspension or Expulsion</b>	<b>45</b>
<b>STUDENT RIGHTS, CONDUCT, RULES &amp; REGULATIONS</b>	<b>47</b>
<b>Police Questioning and Apprehension</b>	<b>47</b>
<b>Protection of Student Rights</b>	<b>47</b>
<b>Rights of Custodial and Non-Custodial Parents</b>	<b>47</b>
<b>Services</b>	<b>47</b>
<b>Student Records</b>	<b>47</b>
<b>Transfer of Records Upon Student Enrollment</b>	<b>48</b>
<b>Waiver Policy</b>	<b>48</b>
<b>Weapons and/or Firearms</b>	<b>48</b>
<b>THREAT ASSESSMENT &amp; RESPONSE</b>	<b>48</b>
<b>TRANSPORTATION</b>	<b>49</b>
<b>Transportation Services</b>	<b>49</b>
Transportation to School	49
Bus Regulations	49
<b>Transportation to Activities</b>	<b>51</b>
<b>VIDEO SURVEILLANCE AND PHOTOGRAPHS</b>	<b>51</b>
<b>SECTION 2--ELEMENTARY POLICIES</b>	<b>52</b>
<b>ELEMENTARY SCHOOL DAY</b>	<b>53</b>
<b>Bicycles &amp; Other Items with Wheels</b>	<b>53</b>
<b>Bulletin Boards</b>	<b>53</b>
<b>Cafeteria Rules</b>	<b>53</b>
<b>Cell Phones and Other Electronic Devices</b>	<b>54</b>
<b>Child Abuse and Neglect</b>	<b>54</b>
<b>Class Dismissal</b>	<b>54</b>
<b>Classroom Behavior</b>	<b>54</b>
<b>Coats and Boots</b>	<b>54</b>
<b>Conduct at School Activities</b>	<b>55</b>
<b>Damage to School Property</b>	<b>55</b>
<b>Dress Code</b>	<b>55</b>
<b>Entering the Building</b>	<b>56</b>
<b>Field Trips/Learning Adventures</b>	<b>56</b>
<b>Homework</b>	<b>56</b>
<b>Library</b>	<b>56</b>
<b>Lost and Found</b>	<b>56</b>
<b>Lunch</b>	<b>56</b>

<b>Parties</b>	<b>57</b>
<b>Personal Items</b>	<b>57</b>
<b>Pets at School</b>	<b>57</b>
<b>Physical Education</b>	<b>57</b>
<b>Playground Rules</b>	<b>57</b>
<b>Request to Stay Indoors at Recess</b>	<b>57</b>
<b>School Pictures</b>	<b>58</b>
<b>School Property</b>	<b>58</b>
<b>School Day</b>	<b>58</b>
<b>School Safety</b>	<b>58</b>
<b>Snowballs</b>	<b>58</b>
<b>Tardiness</b>	<b>58</b>
<b>Telephone Calls</b>	<b>58</b>
<b>Weather-Related School Closing</b>	<b>59</b>
<b>Withdrawal From School</b>	<b>59</b>
<b>No “0” (Zero) Procedure</b>	<b>59</b>
<b>ELEMENTARY SUPPORT SERVICES</b>	<b>59</b>
<b>Guidance &amp; Counseling</b>	<b>59</b>
<b>Student Assistance</b>	<b>59</b>
<b>Title I Parental Involvement</b>	<b>59</b>
<b>ELEMENTARY SCHOLASTIC ACHIEVEMENT</b>	<b>59</b>
<b>Conferences</b>	<b>59</b>
<b>Grades</b>	<b>59</b>
<b>Opting Out of Assessments</b>	<b>60</b>
<b>Report Cards</b>	<b>60</b>
<b>Standardized Testing</b>	<b>60</b>
<b>SECTION 3--MIDDLE/HIGH SCHOOL POLICIES</b>	<b>61</b>
<b>MIDDLE/HIGH SCHOOL DAY</b>	<b>61</b>
<b>Band</b>	<b>61</b>
<b>Breastfeeding and Lactation</b>	<b>61</b>
<b>Bulletin Boards</b>	<b>61</b>
<b>Cafeteria Rules</b>	<b>61</b>
<b>Cell Phones and Other Electronic Devices</b>	<b>62</b>
<b>Class Dismissal</b>	<b>62</b>
<b>Classroom Behavior</b>	<b>62</b>
<b>Closed Campus</b>	<b>62</b>
<b>Conferences</b>	<b>62</b>
<b>Damage to School Property</b>	<b>63</b>

<b>Dress Code</b>	<b>63</b>
<b>Driving and Parking Personal Vehicles</b>	<b>64</b>
<b>Entering the Building</b>	<b>64</b>
<b>Field Trips/Learning Adventures</b>	<b>64</b>
<b>Graduation</b>	<b>64</b>
Library	64
<b>Lockers and Other School Property</b>	<b>64</b>
<b>Lost and Found</b>	<b>65</b>
<b>Lunch</b>	<b>65</b>
<b>Motor Vehicles</b>	<b>65</b>
<b>Opting Out of Assessments</b>	<b>65</b>
<b>Open Campus Lunch for 6-12 Students</b>	<b>66</b>
<b>Personal Items</b>	<b>66</b>
<b>Physical Education</b>	<b>66</b>
<b>Pictures</b>	<b>66</b>
<b>Public Displays of Affection</b>	<b>66</b>
<b>School Day</b>	<b>66</b>
<b>School Safety</b>	<b>66</b>
<b>Snowballs</b>	<b>66</b>
<b>Standardized Testing</b>	<b>67</b>
<b>Student Assistance</b>	<b>67</b>
<b>Student Council</b>	<b>67</b>
<b>Student Schedule Changes</b>	<b>67</b>
<b>Tardiness</b>	<b>67</b>
<b>Telephone Calls</b>	<b>67</b>
<b>Weather-Related School Closing</b>	<b>67</b>
<b>Withdrawal From School</b>	<b>68</b>
<b>Work Permits</b>	<b>68</b>
<b>9th Hour</b>	<b>68</b>
<b>No “0” (Zero) Procedure</b>	<b>68</b>
<b>MIDDLE/HIGH SCHOOL ACADEMIC INFORMATION</b>	<b>69</b>
<b>Academic Lettering</b>	<b>69</b>
<b>Accelerated Math-Pre Algebra (7th Grade)/Algebra 1 (8th Grade)</b>	<b>69</b>
<b>Class Laude System</b>	<b>69</b>
<b>Credit for Non-Academic Work</b>	<b>69</b>
<b>Dual Credit &amp; Project Challenge Courses</b>	<b>70</b>
<b>Enrichment/College/Online Courses</b>	<b>70</b>
<b>Extension Courses</b>	<b>70</b>
<b>Grades</b>	<b>70</b>

<b>Graduation Awards</b>	<b>70</b>
<b>Graduation and Academic Load Requirements</b>	<b>71</b>
<b>COURSE REQUIREMENTS</b>	<b>CREDIT HOURS</b>
<b>Homework</b>	<b>72</b>
<b>Honor Roll</b>	<b>72</b>
<b>Report Cards</b>	<b>72</b>
<b>SECTION FOUR--TITLE IX</b>	<b>74</b>

**It is the policy 3057 of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.** 74

**Title IX Coordinator** 74

**Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "Title IX Coordinator." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).** 74

**Definitions. As used in this policy, the following terms are defined as follows:** 74

**Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.** 74

**Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.** 74

**Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and**

by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii). 74

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. 75

**Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time. 75

**Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following: 75

An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct. 75

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity; 75

**Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation: 75

**Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. 75

**Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. 75

**Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity 75

**Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity 75

**Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity 75

**Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse. 75**

**Incest—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law 75**

**Statutory Rape—Non-Forcible sexual intercourse with a person who is under the statutory age of consent 75**

**Dating violence, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 75**

**The length of the relationship. 75**

**The type of relationship. 75**

**The frequency of interaction between the persons involved in the relationship. 75**

**Domestic violence, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. 76**

**Stalking, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. 76**

**Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 76**

**3. Discrimination Not Involving Sexual Harassment. 76**

**General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be**

subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district. 76

**Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex: 76

Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service; 76

Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner; 76

Deny any person any such aid, benefit, or service; 76

Subject any person to separate or different rules of behavior, sanctions, or other treatment; 76

Apply any rule concerning the domicile or residence of a student or applicant; 76

Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees; 76

Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity. 76

**c. Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006. 76

#### **4. Response to Sexual Harassment 77**

**Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day. 77

**General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the

complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. 77

**Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. 77

**Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act. 77

**General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4. 77

**Grievance Process for Formal Complaints of Sexual Harassment.** 77

**5. General Requirements.** 77

**Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. 78

**Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness. 78

**Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. 78

**Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment. 78

**D1. All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment. 78

<b>D2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators. The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:</b>	<b>78</b>
<b>Dismissal of Formal Complaint.</b>	<b>80</b>
<b>The district will investigate the allegations in a formal complaint.</b>	<b>80</b>
<b>Mandatory Dismissals. The district must dismiss a formal complaint if the conduct alleged in the formal complaint:</b>	<b>80</b>
<b>Would not constitute sexual harassment as defined in subsection 2.6 even if proved;</b>	<b>80</b>
<b>Did not occur in the district’s education program or activity; or</b>	<b>80</b>
<b>Did not occur against a person in the United States.</b>	<b>80</b>
<b>Discretionary Dismissals. The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:</b>	<b>80</b>
<b>The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;</b>	<b>80</b>
<b>The respondent is no longer enrolled in or employed by the district; or</b>	<b>80</b>
<b>Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.</b>	<b>80</b>
<b>Upon a dismissal required or permitted pursuant to subsections b or c above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.</b>	<b>80</b>
<b>Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district’s code of conduct or pursuant to another district policy.</b>	<b>80</b>
<b>Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.</b>	<b>80</b>
<b>Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:</b>	<b>80</b>
<b>Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district’s investigation of a formal complaint;</b>	<b>80</b>
<b>Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and</b>	

**maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);** 80

**Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;** 80

**Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;** 80

**Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;** 80

**Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;** 81

**Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and** 81

**Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.** 81

**Exchange of Written Questions. After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.** 81

**Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.** 81

<b>Determination Regarding Responsibility</b>	<b>81</b>
<b>Decision-Maker(s).</b> The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).	<b>81</b>
<b>Written Determination.</b> The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:	<b>81</b>
<b>Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;</b>	<b>81</b>
<b>A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;</b>	<b>81</b>
<b>Findings of fact supporting the determination;</b>	<b>81</b>
<b>Conclusions regarding the application of the district’s code of conduct to the facts;</b>	<b>81</b>
<b>A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and</b>	<b>81</b>
<b>The district’s procedures and permissible bases for the complainant and respondent to appeal.</b>	<b>82</b>
<b>The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.</b>	<b>82</b>
<b>The Title IX Coordinator is responsible for effective implementation of any remedies.</b>	<b>82</b>
<b>P. Appeals.</b> The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district’s dismissal of a formal complaint or any allegations therein, on the grounds identified below.	<b>82</b>
<b>Time for Appeal.</b> Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party’s failure to timely submit a Notice of Appeal will be deemed a waiver of the party’s right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.	<b>82</b>
<b>Grounds for Appeal.</b> Appeals from a determination regarding responsibility, and from the district’s dismissal of a formal complaint or any allegations therein, are limited to the following grounds:	<b>82</b>
<b>Procedural irregularity that affected the outcome of the matter;</b>	<b>82</b>

<b>New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and</b>	<b>82</b>
<b>The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.</b>	<b>82</b>
<b>As to all appeals, the district will:</b>	<b>82</b>
<b>Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;</b>	<b>82</b>
<b>. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;</b>	<b>82</b>
<b>Ensure that the decision-maker(s) for the appeal complies with the standards set forth</b>	<b>82</b>
<b>Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;</b>	<b>82</b>
<b>Issue a written decision describing the result of the appeal and the rationale for the result; and</b>	<b>82</b>
<b>Provide the written decision simultaneously to both parties.</b>	<b>82</b>
<b>Q. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:</b>	<b>83</b>
<b>Provides to the parties a written notice disclosing:</b>	<b>83</b>
<b>The allegations;</b>	<b>83</b>
<b>The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;</b>	<b>83</b>
<b>That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and</b>	<b>83</b>
<b>Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;</b>	<b>83</b>
<b>Obtains the parties' voluntary, written consent to the informal resolution process; and</b>	<b>83</b>
<b>Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.</b>	<b>83</b>

<b>R. Recordkeeping.</b>	<b>83</b>
<b>The district will maintain for a period of seven years records of:</b>	<b>83</b>
<b>Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district’s education program or activity;</b>	<b>83</b>
<b>Any appeal and the result therefrom;</b>	<b>83</b>
<b>Any informal resolution and the result therefrom; and</b>	<b>83</b>
<b>All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.</b>	<b>83</b>
<b>For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district’s education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.</b>	<b>83</b>
<b>Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district’s investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.</b>	<b>83</b>
<b>S. Access to Classes and Schools.</b>	<b>83</b>
<b>General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.</b>	<b>84</b>
<b>Contact sports in physical education classes. This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.</b>	<b>84</b>
<b>Ability grouping in physical education classes. This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.</b>	<b>84</b>
<b>Human sexuality classes. Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.</b>	<b>84</b>
<b>Choruses. The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.</b>	<b>84</b>

**2. Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106. 84

**3. Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis. 84

**Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. 84

**Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section. 84

**4. Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex. 84

**5. Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure). 84

**T. Specific Circumstances.** 85

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. 85

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. 85

**U. Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of

Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both. 85

V. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s). 85

W. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States. 85

X. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged. 85

**STAFF DIRECTORY** 85

## WELCOME

Dear Students and Parents/Guardians:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents/guardians are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

**There are several forms at the end of this handbook that you must read, sign, and return no later than August 25, 2023.**

This handbook contains information of value to every student and parent/guardian. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

*Chris Kuncl*

Chris Kuncl  
Superintendent



## **Intent of Handbook**

This handbook is intended to be used by students, parents, guardians, and staff as a guide to the rules, procedures, and general information about Mullen Public Schools. Students and their parents/guardians must become familiar with the handbook, and parents/guardians should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents/guardians” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## **Notice of Non-Discrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Chris Kunch in writing at 404 N. Blaine, P.O. Box 127, Mullen, NE 69152 or by telephone at (308) 546-2223. For further assistance, you may also contact the Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). Also see the “Discrimination and Harassment” section below.

## **Notice of Non-Discrimination for School Lunch Program**

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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto:program.intake@usda.gov)  
Mullen Public Schools is an equal opportunity provider.

### **Notice To Parents/Guardians And Students**

Mullen Public Schools have been inspected for friable asbestos and asbestos containing material (ACM). All friable asbestos has been removed from the buildings. ACM has been identified and a management plan is in place. This plan is available for public inspection in the Superintendent's office.

### **Notice To Visitors**

All Visitors to Mullen Elementary School or Mullen 6-12 School are to report to the office. Solicitors and friends will not be permitted to visit students during school time. Parents/guardians are welcome and encouraged to come and visit the school at any time after first stopping and notifying the office. Students wishing to bring guests must obtain approval from the principal prior to doing so.

## SECTION ONE--DISTRICT POLICIES

### DIRECTION & PURPOSE- Mission, Vision, & Tagline

The Mission of **M**ullen **P**ublic **S**chools is

to **B**uild a Foundation  
through Meaningful **R**elationships, Relevant and Challenging Coursework;  
to Create **O**pportunities for Learning  
in a Safe and **N**urturing Environment;  
to Encourage Confidence, **C**ritical Thinking, and Creativity  
in **O**ur Students so they will  
become **S**uccessful and Productive Members of Society.

The Vision of **M**ullen **P**ublic **S**chools is

To prepare for the future by learning today.

The Tagline of **M**ullen **P**ublic **S**chools is



### MUTUAL RESPECT

Mullen 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.

### MULTICULTURAL POLICY

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations. The superintendent shall provide the board with a report on the status of the district's multicultural education program annually.

## ACADEMIC INTEGRITY, CHEATING AND PLAGIARISM

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 that 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.

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. Sanctions will be imposed against students who engage in such conduct. When duplicate papers are received, and neither party takes responsibility, both parties will face the same sanctions.

### Cheating

Cheating means intentionally misrepresenting the source, nature, or other conditions of academic work so as to receive undeserved credit, or to cooperate with someone else in such a misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

*In the context of tests, quizzes, oral examinations, and other examinations or academic performances, cheating includes, but is not limited to:*

- 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.
- 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, phones, iPods, or the textbook during the test.
- 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.

*In the context of papers, daily assignments, essays, lab projects, and other similar academic work, cheating includes, but is not limited to:*

- 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 specific knowledge and permission of the instructor. **This includes the use of Artificial Intelligence websites. See Policy 6038**
- 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.
- 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/guardian or sibling, and the essay is substantially rewritten by the student’s parent/guardian or sibling. Assistance from home is encouraged, but the work must remain the student’s.
- Failing to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.

- Alteration of Assigned Grades: Alteration of assigned grades is any unauthorized alteration of assigned grades by a student in the teacher's grade book or school records.

**Consequence for cheating-** The student will be required to complete the assignment and will receive 50% of the earned grade on the assignment/Assessment. The student will also be required to serve four days of 9th hour reporting to the principal. **This includes the use of Artificial Intelligence websites without permission of the instructor. See Policy 6038**

### **Plagiarism**

Plagiarism is to take and present as one's own a material portion of the ideas, words, or work 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:*

- Failure to Credit Sources: Copying work (words, sentences, paragraphs, 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 quotation marks and/or give a citation to the outside source.
- 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.

**Consequence for plagiarism-** The student will be required to complete the assignment and will receive 50% of the earned grade on the assignment/Assessment. The student will also be required to serve eight days of 9th hour reporting to the principal.

### **ATTENDANCE**

#### **Required Attendance**

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

#### **Mandatory Attendance Age**

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

#### **Exceptions**

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

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

#### **Discontinuing Enrollment – 5 Year Old Students**

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

#### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility

includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Attendance Policy**

1. Students are allowed to accumulate 5 unexcused absences per semester.
2. Each semester, the count will reset for the student and the school (Example: end of semester 1, student is at 5 days then starting semester 2 they are at 0 days) Days will NOT carry over from each semester.
3. If a 6-12 student receives more than 20 days total absences (excluding school activities) they will be reported to the truancy officer and notified by the school.

### **Excused Absences**

The following absences will be considered excused:

1. Severe weather
2. Medical appointments for the student. Must provide a note from a medical professional (orthodontist, dentist, chiropractor, doctor, counselor, psychiatrist etc.)
3. Forced Quarantine by a health district
4. Death or serious illness of the student's immediate family member
5. Bereavement- attending a funeral
6. Appearance at court/Legal matters
7. Granted absences- previously worked out with the principal
8. Any school activity the student is participating in. (sports, academics, organizations, etc)
9. Other absences may be approved by administration

### **Parents/Guardians Are Obligated To:**

- 1) Notify the office to inform the school of the reason for each absence.
- 2) Submit a medical note for each day of absence due to illness.

### **Excessive Absenteeism**

When a student receives 10 days of absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance. When a student is absent more than 20 days per year, or the hourly equivalent, the Attendance Officer is required by law to file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness, a report must be filed with the appropriate county attorney.

### **Absences Due To Illness**

The school district will contact parents/guardians if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments. If students are forced to quarantine due to exposure to or acquiring a virus, the school district requests parental contact and a plan for academic absence will be constructed to meet the academic needs of the student.

### **Planned Absences**

Parents/Guardians who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents/Guardians should make every attempt to schedule medical and other appointments after school hours when possible.

### **For Planned Absences, Students Are Obligated To:**

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a 1/2 day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences, unless approved by administration.
- 3) Check out of school at the office if leaving school during the school day and parents must notify the office.

- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

## **COMPUTER NETWORK USE BY STUDENTS**

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

### **I. Student Expectations in the Use of the Internet**

#### **A. Acceptable Use**

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

#### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
4. Students shall not disclose personal information, such as their name, school, address, or telephone numbers outside the school network.
5. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
6. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
7. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
8. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
9. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
10. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
11. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
13. Students shall not falsify electronic mail messages or web pages.

## **II. Enforcement**

### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### **B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

## **III. Protection of Students**

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

### **B. Education About Appropriate Online Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

## **DIRECTORY INFORMATION**

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, address, telephone number, including the student's cell phone number, email address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents/guardians have notified the school district that they do not want this information disclosed without prior written parental/guardian consent.

Parents/guardians who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents/guardians do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 of the current school year.

### **Non-Directory Information**

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

## **DRUGS, ALCOHOL, & TOBACCO**

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity, or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Smoking, Juuling, Vaping, and Tobacco**

The use or possession of any tobacco product, including the use of vapor products such as Juuls, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time by students or parents/guardians.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following: Desks may be sniffed by sniffer dogs at any time. Vehicles parked on school property may be sniffed by sniffer dogs at any time. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

## **EMERGENCY CONTACT INFORMATION**

Parents/Guardians must complete an emergency information sheet sent home at the beginning of the year. The card should list the family physician's name, where parents/guardians or a responsible adult can be located, and any necessary emergency instructions. Parents/guardians must promptly inform the school if this contact information changes during the school year.

## **EVACUATIONS**

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

### **Tornado Drill**

In the event of a tornado warning for the community of Mullen, students will be notified by school personnel. Students are to report to the shelter area, sit on the floor with their heads between their legs, covering their heads with their arms and hands. During a drill or the real thing, students are to walk, leave books, and be orderly.

### **Bomb Threat**

Evacuation procedures in case of a bomb threat will be immediate and exactly like those of a fire drill, except the students will be notified to evacuate school personnel. Students will be expected to leave the building in an orderly fashion and leave behind books and coats. Authorities will be notified of the incident and the matter will be turned over to them to determine when the school is safe for return. Time missed as a result of the evacuation and search will be made up unless the evacuation lasts less than 15 minutes.

## **FINANCIAL**

### **Bills**

Students should pay bills for supplies, fines, clothing orders, lunch etc. in the office. Any check for these payments should be made out to Mullen Public Schools unless otherwise instructed. Pursuant to board policy, the district may assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, they must make payment at the time of purchase or when the order is placed.

### **Books**

Students are responsible for the textbooks issued to them. The teacher will note the condition and the author of the textbooks when they are checking out books to the students. If a student should lose a book, he/she should check with the office and the issuing teacher to see if it has been found. Students will be fined for damage to textbooks at the time they check them in. Fines are based on the following criteria:

- Lost Book - Purchase price minus 20% depreciation for each year since purchase.
- Missing Both Covers - \$5.00
- Missing One Cover - \$2.50
- Torn Page - \$.25/PAGE
- Ink Blots and Non-Erasable Marks - \$.25/PAGE
- Water Damage – 50% of the replacement cost

## Fund-Raising Activities

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

## Student Fee Policy

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

### **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 advancement between grades; and (3) are not otherwise required by the district.

## Listing of Fees Charged by this District.

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
- 2. Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district will charge students a convenience fee to take the device off campus. The maximum dollar amount of this convenience fee charged by the district will be **\$30.00**. Students who do not pay this fee will not be allowed to take their device off campus. As with all school property, students may be charged for damage to such devices if they are at fault for the damage. To protect against such potential losses, students and parents may, but are not required to purchase insurance coverage for the devices on their own personal policies. Additionally, the district may allow students to purchase technological devices after graduation with their payments being credited to the purchase price. Students must meet the required amount to purchase their technological device.
- 3. 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.
- 4. Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by

the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

- 5. Materials Required for Course Projects.** The school 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.
- 6. Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.
- 7. Copies of Student Files or Records.** The school district may charge a fee for making copies of a student's files or records for the student's parents/guardians. The superintendent or the superintendent's designee shall establish a schedule of student record fees. Students' parents/guardians have the right to inspect and review the student's files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district may charge a fee of 10 cents per page for reproduction of student records.
- 8. Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
- 9. 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 machines, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.
- 10. 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 or may rent them.

### **Voluntary Contributions to Defray Costs**

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

### **FOOD SERVICE PROGRAM**

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

## **Breakfast**

The school will serve breakfast daily from 7:30AM until 7:50AM. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.50 and adults \$3.00 for breakfast.

## **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$3.25, 6-12 is \$3.50 and \$4.00 for adults.

## **Payment for Meals**

Students, who do not eat school meals but grab a milk or an a la carte item, will be charged on their account for that item.

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the office.

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

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents/guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law. Parents who owe the district over \$200.00 will be reported to a collection agency.

## **Collection of Delinquent Meal Charge Debt**

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

Unless arrangements are made with administration, families with a lunch bill in excess of \$200.00 will be subject to debt collection by a collection agency along with suspension of gym and weight room memberships. Families may also be prohibited from purchasing activity tickets if they have an outstanding lunch balance.

### **Nondiscrimination Statement:**

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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](mailto:program.intake@usda.gov)

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## **HEALTH**

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guidelines for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition, please call the school office.

### **Eye Exams**

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

### **First-Aid**

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

### **Head Lice**

Students found to have head lice, lice eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, the student’s parent/guardian will be notified, and if appropriate, will be asked to pick up the student from school immediately. Students will not be permitted to return to school until the district finds that no live lice can be detected. The parent/guardian will be required to treat the student and accompany the student to school to be examined. The student will not be allowed to ride the school bus until the district has cleared the student to return to school.

### **Health Problems Limiting Activities**

Parents/Guardians who do not want their children to play outdoors or participate in physical education for health reasons, must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor’s verification.

Parents/Guardians should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

## **Illness or Injury at school**

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

## **Immunizations**

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

**Provisional Enrollment** Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are exempt from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

## **Medications**

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

- **Prescription medication.** (1) Parents/Guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/Guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
- **Non-prescription medication.** (1) Parents/Guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by the physician.

### **Physical Exam**

Students entering kindergarten, 7th grade, and 9th grade along with those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

### **Self Management of Diabetes or Asthma/Anaphylaxis**

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

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents/Guardians and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. If a student or staff registers a temperature greater than or at 100.4, they will be required to leave the school facilities. Students or staff that are ill will NOT be allowed to utilize school transportation. When a child is too ill to remain at school, a school employee will contact the child's parents/guardians and arrange for the child to be picked up or sent home. While the school district understands the vast area of the district, we expect parents/guardians to pick up their student(s) from school within 2 hours of the original phone call. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parents/guardians regarding treatment for the child. If the parents/guardians cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

### **HOMEBOUND INSTRUCTION**

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

### **HOMELESS CHILDREN AND YOUTH**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under

the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Chris Kuncl, who may be contacted at 308-546-2223.

## **LEGAL**

### **Bullying**

Students are prohibited from engaging in any form of bullying. "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 his/ her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Complaint Procedure**

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

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent/guardian who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator, Mike Kvanvig. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil

Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board president who will bring the appeal to the attention of the board of education.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

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

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Dating Violence**

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

Mullen Public Schools strives to provide a physically safe and emotionally secure environment 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. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent/guardian handbook or an equivalent such publication. Parents/guardians and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents/guardians or legal guardians shall be provided a copy of the dating violence policy and relevant information.

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

## **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Kara Connealy at 308-546-2223, kara.connealy@mullenpublicschools.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mike Kvanvig at 308-546-2223, mike.kvanvig@mullenpublicschools.org or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact their building Principal: Brett Mauler 308-546-2292 or brett.mauler@mullenpublicschools.org or Mike Kvanvig at 308-546-2223, mike.kvanvig@mullenpublicschools.org or in person at school or contact them in person at their respective school building.

Students may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **Military Access**

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

Parents who object to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 31.

## **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caress the body of another person, forced and prolonged calisthenics,

prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Nondiscrimination Statement**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Name: Chris Kuncl Title: Superintendent Address: 404 N Blaine Ave., PO Box 127 Mullen NE 69152 Telephone:308-546-2223 E-mail: [chris.kuncl@mullenpublicschools.org](mailto:chris.kuncl@mullenpublicschools.org) For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

### **Secret Organizations**

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

## **PARENTAL INVOLVEMENT**

### **Communicating with Parents/Guardians**

Parents/Guardians shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school will notify parents/guardians if their students are failing or close to failing. The school will attempt to notify parents/guardians of failing students prior to entry of the failing grade on the student's report card.

Parents/Guardians will also be notified of their student's possible failure to meet grade level requirements. Other pertinent information will be communicated to parents/guardians by mail or by personal contact.

Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Parent Volunteers at School**

Our school definitely encourages parent volunteer help. Parent volunteers help in the individual classrooms, work with individual students or small groups, help with parties, help with program and field trips, help in libraries, and in many other ways.

Parents and teachers working together will help make our schools-not just better, but GREAT! If you have time to give, do contact your child's teacher or the school office. There is a place for you! For the sake of the classroom setting, we are asking you to NOT bring younger siblings. This should be a special time for you and your child.

## **STUDENT DISCIPLINE**

### **General Discipline Philosophy**

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

The school district's discipline is guided by the following principles:

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

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

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that 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/guardians 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/guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. 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. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents/guardians may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be designated to a location where they will study and/or participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their in-school suspension will face further disciplinary action.

### **Emergency Exclusion**

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

### **Public Displays of Affection**

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

### **Short-Term Suspension**

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

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

The following process will apply to short-term suspensions:

1. The principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help the student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal will send a written statement to the student and the student's parent/guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent/guardian, to have a conference with the principal ordering the short-term suspension before or at the time the student returns to school. The principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

### **Long-Term Suspension**

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

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds, and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

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

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance, regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual stimulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send an email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

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

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

1. On the date of the decision to discipline, the principal shall file with the superintendent a written charge and a summary of the evidence supporting such charges.
2. The principal shall serve the student and the student's parents/guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parents/guardians, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent/guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his/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/herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parent/guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

## **STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS**

### **Police Questioning and Apprehension**

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

### **Protection of Student Rights**

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

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their student's' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

## **Services**

Mullen Public Schools works to provide a comprehensive education to develop all students for future success. In an effort to achieve this goal, Mullen Public Schools provides a school counselor to be accessible to all students K-12. The school counseling program aims to assist students with academic, college/career, and social/emotional concerns.

The school counseling program is available for short-term, individual counseling. As needs arise, school counselors may also provide group counseling. In the event that a student is asked to join group counseling, parent/guardian written permission will be obtained. Should a student's needs require long-term counseling, the student will be referred to ESU Services working in conjunction with Mullen Public Schools or outside mental health providers upon request.

Information students share with the School Counselor is confidential. The student's right to privacy is protected as much as law, ethics, and school rules allow. Meetings with the school counselor will remain confidential except for the following cases: the student presents a danger to themselves or someone else, the student has been neglected or abused, by court order, or if the student gives permission for the information to be shared. The School Counselor may consult with other school professionals or ESU mental health professionals but will only share what is needed to achieve the goals of the consultation.

SAEBRS screeners are required to be conducted three times per year. If a parent would like to have their student opted out of this screen process, the school needs to be notified and release needs to be signed. Please contact the school counselor for the request of an opt out form.

## **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents/guardians certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents/guardians believe one of their student's records are inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents/guardians of the decision and advise them of their right to a hearing regarding the request for amendment.

## **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

## **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 and/or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities.

Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Technological device fees are not covered under the waiver. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

## **Weapons and/or Firearms**

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

## **THREAT ASSESSMENT & RESPONSE**

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

### 1. Obligation to Report threatening Statements or Behaviors.

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

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

### 2. Threat Assessment Team

The threat assessment team shall consist of the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, or other members of the mental health profession who would be willing to work with the school. It should not include parents or board members. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

### 3. Threat Assessment Investigation and Response

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

and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

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

#### 4. Communication with the Public about Reported Threats

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

## **TRANSPORTATION**

### **Transportation Services**

The district operates school buses as a convenience for students and parents/guardians. They represent a substantial investment, and students are expected to care for and respect them.

#### **Transportation to School**

Students who ride the bus to school will arrive in time to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they may be charged a fee to be established by the board of education. The superintendent will schedule bus routes, and questions concerning them should be directed to that office.

#### **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all MPS conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed bus services

##### a) **Rules of Conduct in School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.

- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

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

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the administration.

Students who are not regular route riders may ride the bus with the approval of the route driver.

**Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle unless approved through the office. Students who wish to take private transportation home from a school event must submit a request to the head coach that has been signed by that student's parent/guardian to receive approval. It is highly encouraged that the person signing off the student is at minimum 19 years old. Administration will not allow MPS students to sign off other MPS students. Alternatively, a parent/guardian present at the event may sign the student off the bus list.

## **VIDEO SURVEILLANCE AND PHOTOGRAPHS**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building users violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building users and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent/guardian or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

## **SECTION 2--ELEMENTARY POLICIES**

### **ELEMENTARY SCHOOL DAY**

#### **Bicycles & Other Items with Wheels**

It is the responsibility of parents to determine whether students bring bicycles to school. The school may revoke this privilege if safety violations occur. The school is NOT responsible for lost or damaged bicycles. BICYCLES ARE NOT TO BE RIDDEN ON PLAYGROUNDS OR SIDEWALKS while school is in session. Students should know how to use proper hand signals and rules of the road before being allowed to ride them to school. Bicycles must be parked in the rack provided. Also, students are NOT allowed to ride skateboards, roller blades, scooters, or any item with wheels on school property while school is in session.

#### **Bulletin Boards**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day.

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

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

#### **Cafeteria Rules**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents/guardians who wish their child to eat lunch away from school must provide a written authorization to the student's elementary building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

#### **Cell Phones and Other Electronic Devices**

Each Teacher will adopt their own policy that is appropriate for their classroom. The use of electronic devices (cellular telephones, iPods, tablets, pagers, etc) may be approved by certified personnel and only during approved times. They can be used during the lunch periods, in between classes with permission, and after the school day is completed.

Cameras and other image capturing devices are strictly prohibited in all areas of the Locker Rooms both at the high school and at the gymnasium and also restrooms in all district buildings. A student's failure to follow these guidelines may result in suspension or expulsion. Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately and delivered to the office. The first time, the phone will be confiscated and will stay in the office until the end of the day. Then, the phone will be returned to the student. On the second and third offense, the phone will be kept and a Parent/Guardian will be called to pick up the phone from the principal. After the fourth offense, the student will be required to attend Saturday School. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy to Child Protective Services at 1-800-652-1999. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

### **Class Dismissal**

Classes are in session from the start of the class until the teacher dismisses the class. Students may not leave their classrooms until they have been excused by their classroom teacher. Each teacher will have their own tardy policy that students will be required to follow.

### **Classroom Behavior**

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

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

### **Coats and Boots**

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students must wear over shoes or snow boots when the playground is wet or muddy. If a student does not have over shoes or snow boots, then they will be required to stay on dry ground or cement for the duration of recess. Snow boots worn to school should be taken off and regular shoes worn during the day. Snow boots, hats, gloves, scarfs, and coats worn to school must be marked with the student's name.

### **Conduct at School Activities**

Students are expected to conduct themselves as young ladies and gentlemen at school activities outside of the regular school day. Those who do not act in an acceptable manner may be asked to leave.

### **Damage to School Property**

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

### **Dress Code**

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. Dress code violations are under the discretion of the administration and designated staff members.

Students are prohibited from wearing the following attire at Mullen Public Schools:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans deemed inappropriate by administration and/or guidance counselor.
2. Clothing that advertises or displays alcohol, tobacco, any illegal substance or is not deemed appropriate by administration and/or guidance counselor.
3. Caps, hats, or bandanas indoors during the school day.
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, spunks, or cut-off jean/sweat shorts that expose inappropriate areas of skin will be deemed inappropriate at the discretion of the administration and/or school counselor.
6. Hairstyles, deemed inappropriate by the administration, which distract from the learning process.
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned and unzipped, or otherwise purposely unfastened that expose inappropriate areas of skin will be deemed inappropriate at the discretion of the administration and/or school counselor.
9. "Grubby clothes," those which are purposely dirty or disheveled or are a disruption to students or staff.
10. Tops that expose inappropriate areas of skin. This may include bare "midriff" (belly button) styles, see-through and low cut blouses, halter tops, and thin-strapped tops if the fit of the shirt is deemed inappropriate at the discretion of the administration and/or school counselor.
11. Pants and shorts worn below the waist so as to expose undergarments. No "sagging" will be allowed.
12. Chains hanging or attached to pants or shorts
13. Clothing with tears or holes that expose inappropriate areas of skin will be deemed inappropriate at the discretion of the administration and/or school counselor.

Students who violate the dress code guidelines will be required to correct the violation by changing into something appropriate at school or other clothing may be brought to school for them to wear. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences at the discretion of the administration.

### **Entering the Building**

Students are to report at 7:45AM to their classroom. The lunchroom door will be open at 7:30AM for students who are eating breakfast, unless the weather is inclement. Alternative arrangements may be made in the event a student must enter the building to take care of school business or receive assistance from faculty members.

### **Field Trips/Learning Adventures**

Classes occasionally take field trips/learning adventures off school property for educational enrichment. A student's parent/guardian, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a learning adventure by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend learning adventures. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **Homework**

Classroom teachers will often assign homework. Parents/Guardians who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student and grade level. Normally, 10 min x grade level is the expected amount of time to spend on homework.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal.

### **Library**

Books may be checked out for a period of two weeks and may be renewed as needed. Books are to be checked out at the circulation desk and returned to the book drop in the library. Books are bar coded and students have each been assigned a library patron number. Upon checkout, a student's books are scanned and his/her patron number is entered into the computer. When returned, the items are rescanned and checked back via computer.

If a student needs a book and the library is unmanned, he/she MUST sign the card inside the book and leave it on the desk. If students are discovered to have removed library materials without checking them out first, they will be subject to severe disciplinary action and will lose library privileges.

### **Lost and Found**

A lost and found department is maintained in the office of the school secretary. Lost items should be reported to the teacher and/or the office immediately once the absence is discovered. Any item found by a student must be turned in to the teacher where it was found or the office. Items not claimed at the end of the school year will be discarded.

### **Lunch**

The meals are served in the lunchroom of the elementary school. Weekly menus will be published in the bulletin and posted in each building.

Elementary students are allotted 30 minutes for lunch, followed by a 30 minute recess.

## **Parties**

Elementary classes may have seasonal parties during the year.

Birthday treats may be provided for classes. Teachers will exercise judgment as to the most appropriate time to celebrate.

Invitations to attend private parties will NOT be distributed at school unless distributed to ALL boys or ALL girls or the entire class.

## **Personal Items**

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

## **Pets at School**

Students are responsible for obtaining specific approval and pre-arranging with their teacher who will seek approval from their building principal before pets may be brought to school.

## **Physical Education**

Elementary students are required to have appropriate shoes for physical education classes. Students must wear tennis shoes and they will not be allowed to participate barefoot, in socks, in boots of any kind, or in sandals of any kind. Student's are to keep a 2nd pair of tennis shoes at the school designated as their "PE" shoes so they do not miss PE class.

## **Playground Rules**

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

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

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

Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

### **Request to Stay Indoors at Recess**

Notes from parents generally will be honored by the school to allow a student to remain inside. However, we do feel that if a child is well enough to come to school, usually the child is well enough to participate in the daily school program. Special arrangements may be made for children with chronic health conditions.

### **School Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents/Guardians will be notified of the date. Included in the individual packet is a class composite. Parents/Guardians who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

### **School Property**

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

### **School Day**

The school day typically begins at 7:45AM and ends at 3:30PM. Students are to leave the school grounds after dismissal. School staff or designated volunteers will provide supervision for students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

### **School Safety**

The administration has the right to do whatever is necessary to insure the safety of students at school and school activities.

### **Snowballs**

Mullen Public School students are NOT allowed to throw snowballs at any time during the school day. Violators will be disciplined.

### **Tardiness**

Students who are tardy are to report to the office upon entering the building. Parents/guardians will be notified of students who are chronically tardy and have no justifiable reason. Students may be asked to make up time after school or during recess.

Students who are tardy will be required to make up time after school or during recess if there is no justifiable reason for their tardiness. If students are required to stay late after school then the parent's/guardian's will be notified ahead of time.

### **Telephone Calls**

A telephone is located in the office and student's must ask permission from school personnel to use the phone. Students will not be called from class to answer the phone except in an emergency and only if the phone call is from a parent or guardian. The school phone number is 546-2292.

## **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on Weather Threat, Thrillshare, School Website, and School Social Media. Parents/guardians should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents/guardians who do not believe it is safe to transport their students to school may keep their students home after contacting the district office. *If schools are closed due to severe weather conditions, all after-school activities will be canceled.*

## **Withdrawal From School**

Any time it is necessary for a student to withdraw from school permanently or for an extended period of time, they must bring a statement from their parents/guardians giving the reason, their intentions, and their signatures. Upon receipt of such a statement, the office will issue the student a checkout sheet to be signed by the entire faculty having that student in class or an activity. Transcripts will be sent upon written request by new schools.

## **No “0” (Zero) Procedure**

The No “0” Procedure is designed to have all students required to turn in all of their assignments by the due date imposed by each teacher. If an assignment is due to be turned in, the student is responsible for completing the work. If the student does not turn in the required assignment, the teacher will be required to consequence them with possibly before school or lunch detention or loss of recess. Students will be required to serve a consequence until their work has been completed and handed in. Teachers also reserve the right to dock points for late work as mentioned in their required class syllabi.

## **ELEMENTARY SUPPORT SERVICES**

### **Guidance & Counseling**

Second Step is the counseling curriculum for the students. Counselors are available within the district and also available through the ESU by referral.

### **Student Assistance**

Parents/Guardians who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student’s teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

### **Title I Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental involvement in the Title I Program shall include:

1. An annual meeting to which all parents/guardians of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child’s and parents/guardians participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination, and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.

3. Opportunities for parent/guardian involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent/Guardian Involvement Conference. The goal of these parent/guardian activities is to provide parents/guardians with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents/guardians of limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children with opportunities for involvement in the Title I Program. Communication to parents/guardians about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent/guardian concerns will be provided in a timely manner.
5. Opportunities for parent/teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents/guardians or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

## **ELEMENTARY SCHOLASTIC ACHIEVEMENT**

### **Conferences**

Students' academic success has been closely linked to parental/guardian involvement in school. The school district has formal parent/teacher conferences at the end of the first quarter.

In addition to formal conferences, classroom teachers will communicate with parents/guardians as necessary. Parents/Guardians are encouraged to communicate with their student's teacher or the building principal to discuss parental/guardian concerns, student needs or any other issue.

### **Grades**

Students will receive letter grades for grades 4-5 and will have standards based grades in K-3.

K-3rd Standards Based Grading Description: A list of expected outcomes by the end of the grade level are listed on the report card and students will receive a 1-4 scale based on their competency in each of the areas listed on the report card.

4th and 5th grading system is as follows:

A	100% - 93%
B	92% - 85%
C	84% - 78%
D	77% - 70%
F	Below 70% actual number grade will be given.
I	Incomplete

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

### **Opting Out of Assessments**

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

### **Report Cards**

Report cards can be viewed at all times with PowerSchool Access. Report cards will be sent home the week following the end of the semester. Reports may be sent to parents/guardians of students who are having difficulty in an academic subject. **QUARTER REPORT CARDS WILL NOT BE SENT HOME.**

### **Standardized Testing**

MPS utilizes FastBridge and NSCAS Growth testing in grades K-5. Results will be sent home upon availability of the results.

## **SECTION 3--MIDDLE/HIGH SCHOOL POLICIES**

### **MIDDLE/HIGH SCHOOL DAY**

#### **Band**

Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policies.

#### **Breastfeeding and Lactation**

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to pump or breastfeed in a place, other than a bathroom, that is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible. In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

#### **Bulletin Boards**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day.

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

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

#### **Cafeteria Rules**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents/guardians who wish their child to eat lunch away from school must provide a written authorization to the student's elementary building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

### **Cell Phones and Other Electronic Devices**

Each Teacher will adopt their own policy that is appropriate for their classroom. The use of electronic devices (cellular telephones, iPods, tablets, pagers, etc) may be approved by certified personnel and only during approved times. They can be used during the lunch periods, in between classes with permission, and after the school day is completed.

Cameras and other image capturing devices are strictly prohibited in all areas of the Locker Rooms both at the high school and at the gymnasium. A student's failure to follow these guidelines may result in suspension or expulsion. Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately and delivered to the office. The first time, the phone will be confiscated and will stay in the office until the end of the day. Then, the phone will be returned to the student. On the second and third offense, the phone will be kept and a parent/guardian will be called to pick up the phone from the principal. After the fourth offense, the student will be required to attend Saturday School. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

### **Class Dismissal**

Classes are in session from the start of the class until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher. Each teacher will have their own tardy policy that students will be required to follow.

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

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

Teachers will establish classroom conduct rules that students must obey.

### **Closed Campus**

Students may not leave the building without signing out of the main office. Students may leave campus to go to open campus lunch pursuant to school policy.

## **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents/guardians as necessary. Parents/guardians are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

## **Driving and Parking Personal Vehicles**

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

1. Students are to park in one of the designated parking areas near the school and leave the vehicle in that place until school is dismissed for the day. Students shall not park their vehicles on private property.
2. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. This includes the lunch period. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
3. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
4. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

## **Entering the Building**

Students are to report at 7:45AM to their first period class. Students should report directly to their first period class upon arrival in the morning. The doors will be open at 7:15 AM for students, unless the weather is inclement. Alternative arrangements may be made in the event a student must enter the building to take care of school business or receive assistance from faculty members.

## **Field Trips/Learning Adventures**

Classes occasionally take field trips/learning adventures off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a learning adventure by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend learning adventures. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

## **Graduation**

Students will not be permitted to participate in the graduation exercise unless they are properly attired. All graduates must wear shoes during the entire ceremony. Male graduates are to wear long pants, not shorts. There is to be no other adornment on the graduation gown except for flowers and those given to the student for honor/scholastic purposes as approved by the administration.

## **Library**

Books may be checked out for a period of two weeks and may be renewed as needed. Books are to be checked out at the circulation desk and returned to the book drop in the library. Books are bar coded and students have each been assigned a library patron number. Upon checkout, a student's books are scanned and his/her patron number is entered into the computer. When returned, the items are rescanned and checked back via computer.

If a student needs a book and the library is unmanned, he/she **MUST** sign the card inside the book and leave it on the desk. If students are discovered to have removed library materials without checking them out first, they will be subject to severe disciplinary action and will lose library privileges.

### **Lockers and Other School Property**

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

If a student wishes to place a lock on their locker, they must furnish the lock. In the event a lock is placed on a locker, a key or the combination must be filed in the principal's office. Only school-related items and personal clothing are to be kept in the lockers.

### **Lost and Found**

A lost and found department is maintained in the office of the school secretary. Lost items should be reported to the teacher and/or the office immediately once the absence is discovered. Any item found by a student must be turned in to the teacher where it was found or the office. Items not claimed at the end of the school year will be discarded.

### **Lunch**

High School students are allowed an open campus for lunch. Students are expected to eat lunch at the cafeteria, at a local business, or eat at home. Students are welcome to bring a sack lunch and eat it at the cafeteria. No loitering on private lawns, etc. will be permitted. Throughout the year, students are not to congregate on the school lawns, as excessive traffic will damage the grass. School rules and policies, especially those governing student conduct, are in full effect and will be enforced during the noon hour.

Students who are riding to lunch must ride legally and with a responsible adult. **At no time will students drive to hot lunch or drive over the noon hour**, unless approved through the building principal. Students are to be respectful of cooks, teachers, and elementary students. Cafeteria privileges may be lost or restricted as a result of misconduct.

The meals are served in the lunchroom of the elementary school. Weekly menus will be published in the bulletin and posted in each building.

Students will not be able to eat at the high school during the noon hour unless a sponsor or an organization calls a lunch meeting. Students will not be able to store lunches in or by the refrigerator in the Family & Consumer Sciences Room. The equipment in the Family & Consumer Sciences Room (i.e. microwave, forks, ketchup, plates, etc.) will not be available other than for classroom use.

If a student wishes to return to the building immediately after their lunch to study or tend to school business, they must ask a faculty sponsor to be present to supervise them.

### **Motor Vehicles**

Students who drive motor vehicles to school are to park in one of the parking areas near the school and leave

the vehicle in that place until school is dismissed for the day. AT NO TIME SHALL STUDENTS PARK THEIR VEHICLES ON PRIVATE PROPERTY OR DRIVE DURING THE SCHOOL DAY INCLUDING THE NOON HOUR UNLESS ADMINISTRATIVE APPROVAL IS RECEIVED. Violators will be disciplined and may be required to leave their keys in the Principal's office.

### **Opting Out of Assessments**

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

### **Open Campus Lunch for 6-12 Students**

Students in grades 6-12 are allowed to eat lunch off campus by either walking to the grade school cafeteria, Macke's Grocery store, or walking to a residence to eat. AT NO TIME SHALL STUDENTS DRIVE THEIR VEHICLES OVER THE LUNCH HOUR UNLESS ADMINISTRATIVE APPROVAL IS RECEIVED.

Students can ride with a non-student friend or non-student family member for off campus lunch. Violators will be disciplined and may be required to leave their keys in the Principal's office.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

### **Physical Education**

The school district requires students in grades 6-9 to take Physical Education unless they have a medical excuse from a physician to release them from this requirement. A note from a parent/guardian presented to the instructor can temporarily excuse a student from physical education for reasons of injury or illness.

Students are responsible for providing their own physical education clothing, which should consist of tennis shoes, sweat socks, shorts, shirt or blouse. There are no particular requirements governing this clothing. Students are to take their clothing home frequently to be washed. It is expected that students will have their clothing for physical education each day. Failure to bring clothing will affect the physical education grade. Students are also expected to shower following strenuous exercise.

### **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents/guardians will be notified of the date. Included in the individual packet is a class composite. Parents/guardians who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

### **Public Displays of Affection**

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

### **School Day**

The school day typically begins at 7:45AM and ends at 3:25 PM. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school

day begins and 30 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

### **School Safety**

The administration has the right to do whatever is necessary to insure the safety of students at school and school activities.

### **Snowballs**

Mullen Public School students are NOT allowed to throw snowballs at any time during the school day. Violators will be disciplined.

### **Standardized Testing**

The NWEA MAP (Measurement of Academic Progress) is administered bi-annually in grades 9-11 to determine the student's' achievement probability for individual success. Tests are administered in the fall and the spring. The 11th grade students are required to take the ACT assessment required by the state of Nebraska. Students in Grades K-2 will take Fastbridge and students in grades 3-8 will be required to take the NSCAS Growth assessments required by the state of Nebraska. These assessments will be administered 3 times per year.

### **Student Assistance**

Parents/guardians who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

### **Student Council**

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

### **Student Schedule Changes**

All desired schedule changes are to be referred to the counselor or principal. After notification, the student will complete a drop and add form with parental/guardian approval. Students will have limited time from the beginning of the semester to change courses for that semester. Changes in the schedule for the second semester must be made prior to the start of the second semester following the same procedure.

### **Tardiness**

Students who are tardy are to stop at the school office and obtain a pass to class. Parents/guardians will be notified of students who are chronically tardy and have no justifiable reason. Students may be asked to make up time after school.

Students who are tardy will be required to make up time after school if there is no justifiable reason for their tardiness. Teachers detaining students and causing them to arrive late to the next class will issue the student a pass to enter the next class. If the student misses the entire period, it will be an absence from class with the same effect as any absence.

### Telephone Calls

A telephone is located in the hallway next to the HS office. This phone is for student use and is to be used between classes if necessary. In an emergency, a student may request the use of the office phones. Students will not be called from class to answer the phone except in an emergency and only if the phone call is from a parent or guardian. The school phone number is 546-2223.

### Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on Weather Threat, Thrillshare, School Website, and School Social Media. Parents/guardians should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents/guardians who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

### Withdrawal From School

Any time it is necessary for a student to withdraw from school permanently or for an extended period of time, they must bring a statement from their parents/guardians giving the reason, their intentions, and their signatures. Upon receipt of such a statement, the office will issue the student a checkout sheet to be signed by the entire faculty having that student in class or an activity. Transcripts will be sent upon written request by new schools.

### Work Permits

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

### 9<sup>th</sup> Hour

9<sup>th</sup> hour takes place on regular school days, Monday through Thursday, from 3:30 PM to 4:00PM. This period is recovery time for students to make-up work, work ahead, or finish any work that must be done. All teachers will be present in their rooms during this time to provide any help needed. This period may be used by all students, but is **required** for all 9-12 students on the down list. The down list will be in effect starting with the first grade check of each quarter, about 8-10 days into the quarter. Before the first grade check, extra-curricular practices may begin at 3:30PM. After the first grade check, extra-curricular practices will begin at 4:15PM. As long as a student is eligible for participation, they will be allowed to miss 9<sup>th</sup> hour for games.

For students required to attend 9<sup>th</sup> hour, absences must be approved by the administration or the following consequences will be imposed:

**First offense** - Parents/guardians contacted. 1 week on the ineligible list. Time missed will be made up after school or during an In School Suspension.

**Second offense** - Parents/guardians contacted. 2 weeks on the ineligible list. Time missed will be made up after school or during an In School Suspension.

**Third offense** - Parents/guardians contacted. In-school suspension. 2 weeks on the ineligible list.

**Fourth offense** - Parents/guardians contacted. In-school suspension. Ineligible for all remaining school activities,

**Fifth offense** - Parents/guardians contacted. Short term out of school suspension. Ineligible for all remaining school activities.

**Sixth offense** - Parents/guardians contacted. Long term out of school suspension. Ineligible for all remaining school activities.

## **No “0” (Zero) Procedure**

The No “0” Procedure is designed to have all students required to turn in all of their assignments by the due date imposed by each teacher. If an assignment is due to be turned in, the student is responsible for completing the work. If the student does not turn in the required assignment, the teacher will be required to consequence them with 9th hour and possibly before school or lunch detention. Students will be required to serve a consequence until their work has been completed and handed in. Teachers also reserve the right to dock points for late work as mentioned in their required class syllabi. If a student does not turn in the required assignment by 3:30 PM on the required day, the student will not be allowed to practice in any extra-curricular activity until that assignment has been turned in to the assigning teacher. Students will not be allowed to practice until their required assignments are turned in to the assigning teacher and may be required to serve a Saturday school if the behavior continues.

## **MIDDLE/HIGH SCHOOL ACADEMIC INFORMATION**

### **Academic Lettering**

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status in any three of the four quarters in a year.

### **Accelerated Math-Pre Algebra (7th Grade)/Algebra 1 (8th Grade)**

All eighth grade students may be allowed the opportunity to accelerate to Algebra I depending on required criteria. To qualify for Algebra I there are three (3) criteria of which the students **must** meet in order to accelerate:

1. NWEA MAPS assessment math score at the 85th percentile or above on the previous three (3) NWEA MAPS Math assessments. ***If the 85th percentile is not met on the previous 2 assessments, the student will NOT be considered for accelerated math. No exceptions.*** If a student scores above the 98th percentile on the NSCAS growth assessment, the student may be considered for accelerated math after a meeting with the Principal, Guidance Counselor, Math Instructor and Parents.
2. Grade average in math for Quarter 1, Quarter 2, and Quarter 3 of > 95%
3. A positive recommendation from the 6th/7th grade math teacher and the Algebra I teacher

### **Class Laude System**

In order to encourage academic excellence in all students, Mullen High School will use the Laude Recognition Model to honor student’s academic achievement. Eligibility for graduation honors will be determined by a minimum grade point average calculated for seven semesters and will include any online or dual credit courses.

The Laude system is point-based that combines a student’s GPA with points that are assigned to designated courses. Students must take a minimum of 6 of the following courses (12 Semesters) in order to be considered Cum Laude with distinction: Honor Courses approved by administration. Trigonometry, Calculus, Pre-Calculus, (Physics -Pre Calculus required), Anatomy/Physiology, Advanced Biology, Chemistry II, Medical Terminology, Sports Nutrition, Accounting III, Accounting IV, Advanced Vocational Courses discussed with the high school principal and guidance counselor, Art IV, Ag Leadership, Pottery III, Spanish III, Spanish IV, Speech III, and Creative Writing Approve College Online Courses, Participation in 7 semesters of (Band and/or Choir/Music), Dual Credit Distance Learning Courses (Will only be considered if offered through Mullen High School, approved through AP Audit as Advanced Placement, or the course has been approved by the Laude Committee.)

Under the Laude system, once a student meets the requirements listed below they earn one of the following distinctions:

Cum Laude

3.667-3.833  
Magna Cum Laude  
3.833-3.999  
Summa Cum Laude  
4.0

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

**Credit for Non-Academic Work**

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

**Dual Credit & Project Challenge Courses**

Students taking courses where they receive postsecondary credit will pay for tuition and related costs, including textbooks. If the student elects to take the course as a dual credit, the course will be determined a "core course" and will count towards Class Rank, Honor Roll, and GPA. Juniors will be offered 1 class period to work on a college course if meeting MAP Scores of 250 or an ACT score of 22 in Math for Math courses. A MAP score of 230 in Reading and a MAP score of 230 in Language or an ACT score of 18 in both English and Reading will be required for English Courses. Seniors will be offered 2 class periods if meeting the same MAP requirements, provided at least one of those courses is Dual Credit. If a student drops the class, the student will receive an "F" for not completing the coursework. Grades will only be reported at the end of their course. No grades will be listed on the quarterly report card. It is the responsibility of students and parents to maintain knowledge of current grades via the student's college profile. All dual credit grades will be converted to the High School grading system.

**Enrichment/College/Online Courses**

If the school offers an elective that a student cannot take, he/she should speak to the guidance counselor. If the guidance counselor feels this course is necessary and would be beneficial to the student, an enrichment course may be set up and paid for by the school. Enrichment courses offered at school expenses will necessitate a deposit of tuition plus costs. This deposit will be refunded to the student upon successful completion.

**Extension Courses**

Students needing credit courses to graduate, due to having failed a class offered by the District, may take extension courses approved by the Site-based Administration. The student will pay for all costs incurred.

**Grades**

Students will receive letter grades for their academic core classes. The middle and high school grading system is as follows:

LETTER	SCALE	PERCENTAGE
A+	4.0	98-100
A	4.0	95-97
A-	4.0	93-94
B+	3.0	91-92
B	3.0	88-90
B-	3.0	86-87
C+	2.0	84-85

C	2.0	80-83
C-	2.0	78-79
D+	1.0	76-77
D	1.0	72-75
D-	1.0	70-71
F	.0	0-69

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average. If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incomplete grades will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

### **Graduation Awards**

Graduating seniors will be awarded for their academic achievements during the annual commencement activities.

Starting with the Class of 2023, all Summa Cum Laude with distinction students (4.0 or greater) are eligible to be one of the two graduation speakers delivering a commencement address. In the rare case that there are more than two qualifying students, those interested in representing their graduating class as speakers at graduation shall apply to the guidance counselor at the designated time during the second semester. In the rare case there is zero qualifying, Magna Cum Laude students (3.83-3.99) are eligible to be one of the two graduation speakers, those interested in representing their graduating class as speakers at graduation shall apply during the second semester. The application process will require the students to present their speech to the Laude committee consisting of the high school principal, the guidance counselor, and to members of the board of education curriculum committee. If a Laude committee member is a parent, they will not be a part of the selection process.

The boy and girl with the highest academic standing and capable of assistance from the Junior class will serve as attendants for the ceremony.

**Graduation and Academic Load Requirements**

Each student in grades 6-12 will be required to register and attend class for 8 subjects. Based on the 8 period schedule of Mullen High School, a Junior or Senior will be allowed to utilize one period for supervised study and/or additional courses such as dual credit college courses.

The district shall accept credits toward graduation that were awarded by an accredited school district, and shall award a diploma to an option student if the student meets the district’s graduation requirements at the discretion of the superintendent.

To qualify for Mullen High School Diploma, two hundred fifty (250) total credit hours are required. Starting with the class of 2026, required courses and credit hours that students must complete in order to qualify for Mullen High School Diploma are:

**TO GRADUATE FROM MULLEN HIGH SCHOOL  
EACH STUDENT SHALL COMPLETE:**

<b>COURSE REQUIREMENTS</b>	<b>CREDIT HOURS</b>
English ( <b>English I and II required</b> ).....	40
Social Science ( <b>Geography, American &amp; World History &amp; American Government required</b> ).....	40
Mathematics ( <b>Algebra I required</b> ).....	30
Science ( <b>Physical Science, Biology and Earth Science required</b> ).....	30
Business Education / Computer Science ( <b>Computer Science and Personal Finance* required</b> ) .....	20
Practical Arts (Family Consumer Science, Industrial Tech or Vocational Agriculture).....	20
<b>Fine Arts (Art, Pottery, Ceramics, Chorus, Band, Speech) .....</b>	<b>10</b>
Physical Education and Health ( <b>PE I* required</b> ).....	10
Foreign Language ( <b>Spanish I required</b> ).....	10
Core Electives (English, Math, Science, Dual Credit Courses).....	20
<b>Electives.....</b>	<b>20</b>
Total Credits.....	250

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at Mullen High School at the discretion of the administration. Students may take as many hours above 250 as desired. Students are required to attend Mullen High School for 8 semesters or show credits from a credit bearing institution to be eligible for graduation. Should a student wish to graduate prior to 8 semesters, all requirements must be met and a WAIVER FROM THE BOARD OF EDUCATION MUST BE SOUGHT THROUGH AN APPLICATION PROCESS. (see policy 5066)

Students who receive special education services are mainstreamed into the regular education curriculum, when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma and these classes will be so marked on the student's transcript. Students who may have a

disability not allowing them to complete the requirements may be given a certificate of attendance for their accomplishment.

Prior to the day of graduation, the total number of required hours as well as the minimum hours required in specific subject areas must be completed. Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year, or as soon as the situation develops during the student's time in high school.

### **Homework**

Classroom teachers will often assign homework. Parents/guardians who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration. Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers, the principal, and the guidance counselor.

### **Honor Roll**

Mullen Public Schools will publish a list of those students on the honor roll at the end of each quarter and at the end of each semester of study. To qualify for the honor roll, students must earn a grade point average of ninety (90) percent and cannot have any grades less than eighty-five (85).

### **Mid-Term Graduation**

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents/guardian should apply during the first quarter of the student's senior year. They must follow all stipulations in Board Policy 5066 Early Graduation. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment (detailed in Policy 5066), except the right to participate in commencement exercises.

### **Report Cards**

Report cards are sent home the week following the end of the semester reporting period. Mid-quarter reports are also sent to parents/guardians of students who are having difficulty in an academic subject.

## SECTION FOUR--TITLE IX

It is the policy 3057 of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### 1. Title IX Coordinator

- a. Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "Title IX Coordinator." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

- a. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.
- b. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- c. Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

- d. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- e. Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- f. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
- An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct.
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
  - Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
    - Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
    - Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
    - Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
    - Incest—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
    - Statutory Rape—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
    - Dating violence, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
      1. The length of the relationship.
      2. The type of relationship.
      3. The frequency of interaction between the persons involved in the relationship.

- Domestic violence, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
  1. Stalking, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. Discrimination Not Involving Sexual Harassment.

- a. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.
- b. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:
  1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
  2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
  3. Deny any person any such aid, benefit, or service;
  4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
  5. Apply any rule concerning the domicile or residence of a student or applicant;
  6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
  7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.
- c. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as

defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

#### 4. Response to Sexual Harassment

- A. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.
- B. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- C. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
- D. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.
- E. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.
- F. Grievance Process for Formal Complaints of Sexual Harassment.

#### 5. General Requirements.

- A. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- B. Objective Evaluation. This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- C. Absence of Conflicts of Interest or Bias. The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- D. Training. The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

D1. All District Employees and Board Members. All district employees and board members will be trained on how to identify and report sexual harassment.

D2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators. The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

- a. The definition of sexual harassment in subsection 2.6;
  - b. The scope of the district's education program or activity;
  - c. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
  - d. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
  - e. Decision-Makers. The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
  - f. Investigators. The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- E. Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
  - F. Reasonably Prompt Time Frames. This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of

a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- G. Range of Possible Sanctions and Remedies. Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- H. Range of Supportive Measures. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- I. Respect for Privileged Information. The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- J. Notice of Allegations.
  - a. Initial Notice. Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
  - b. A copy of this policy.
  - c. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
  - d. Supplemental Notice. If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

K. Dismissal of Formal Complaint.

1. The district will investigate the allegations in a formal complaint.
2. Mandatory Dismissals. The district must dismiss a formal complaint if the conduct alleged in the formal complaint:
  - a. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
  - b. Did not occur in the district's education program or activity; or
  - c. Did not occur against a person in the United States.
3. Discretionary Dismissals. The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
  - a. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - b. The respondent is no longer enrolled in or employed by the district; or
  - c. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
  - d. Upon a dismissal required or permitted pursuant to subsections b or c above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
  - e. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

L. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

M. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- a. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- b. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- c. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- d. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- e. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding

by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- f. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
  - g. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
  - h. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
- N. Exchange of Written Questions. After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- O. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- a. Determination Regarding Responsibility
    1. Decision-Maker(s). The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
    2. Written Determination. The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
    3. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
    4. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
    5. Findings of fact supporting the determination;
    6. Conclusions regarding the application of the district's code of conduct to the facts;
    7. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on

the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

8. The district's procedures and permissible bases for the complainant and respondent to appeal.
9. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
10. The Title IX Coordinator is responsible for effective implementation of any remedies.

P. Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

1. Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
2. Grounds for Appeal. Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
  - a. Procedural irregularity that affected the outcome of the matter;
  - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
  - d. As to all appeals, the district will:
    1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
    2. . Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
    3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth
    4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
    5. Issue a written decision describing the result of the appeal and the rationale for the result; and
    6. Provide the written decision simultaneously to both parties.

Q. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

1. Provides to the parties a written notice disclosing:
  - a. The allegations;
  - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
  - c. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
  - e. Obtains the parties' voluntary, written consent to the informal resolution process; and
  - f. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

R. Recordkeeping.

1. The district will maintain for a period of seven years records of:
  - a. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
  - b. Any appeal and the result therefrom;
  - c. Any informal resolution and the result therefrom; and
  - d. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
  - e. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.
  - f. Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

S. Access to Classes and Schools.

1. General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.
  - a. Contact sports in physical education classes. This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
  - b. Ability grouping in physical education classes. This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
  - c. Human sexuality classes. Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
  - d. Choruses. The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.
2. Classes and Extracurricular Activities. The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.
3. Athletics. It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.
  - a. Separate Teams. Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.
  - b. Equal opportunity. The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.
4. Certain Different Treatment on the Basis of Sex Permitted. Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.
5. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints

alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

T. Specific Circumstances.

1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

U. Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

V. Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

W. Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

X. Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

STAFF DIRECTORY

Elementary Phone 308-546-2292  
Mullen Elementary School  
106 NE 2nd St.  
PO Box 89  
Mullen, NE, 69152

High School Phone 308-546-2223  
Mullen High School  
404 N Blaine Ave  
PO Box 127  
Mullen NE, 69152

**Members of the Board of Education:**.....President- Liza Simonson  
.....Vice-President-Dane Peterson  
..... Secretary-Mike French  
..... Treasurer- Casey Phillips  
.....Member- Travis Hampton  
..... Member-Patrick Wright

**Administrative Staff:**..... Superintendent- Chris Kuncl  
.....Elementary Principal- Brett Mauler  
.....High School Principal- Mike Kvanvig

**Office Staff:**.....Business Manager-Pam Ginkens  
.....ES Principal’s Secretary-Katie Crisp  
..... HS Principal’s Secretary-Kris Forsen

**Certified Teachers:**..... Kindergarten-LeAnne DeKay  
..... First Grade-Donalee Barner  
..... Second Grade- Emily Brown  
.....Third Grade- Krista Schoonveld  
..... Fourth Grade- Melody McDowell  
..... Fifth Grade-Beth Rice  
.....Special Ed (ES)-Robyn Werth  
.....Title 1 Teacher- Stacey Vinton  
..... Ag/FFA- Kelsey Phillips  
..... Art- Kyle Hoyt  
..... Library/Media- Emily Ady  
.....K-8 Music- Mary Jo Walker  
.....Physical Education/MS Math-Bo Cribelli  
.....Physical Education/Industrial Technology/Activities Director-Phil Hoyt  
..... Business/Tech-Mellissa Donohoe  
.....English/Weights- Russ Monette  
.....English-Megan Andersen  
.....FCS/Business-Kelli Walz  
.....Guidance Counselor-Kara Connealy  
..... Math- Ron Taylor  
..... Science/Biology-Tawnee Jewell  
.....Science/Physical-Sarah Hardin  
..... Social Studies- Trisha Vest  
.....Spanish- Dominique Werner  
..... Special Ed (HS)-Lori Vinton

**Classified Staff:**.....Para Educator-Cecilia Coons  
.....Para Educator-Kelsey Pettit  
.....Para Educator-Darci Samuelson  
.....Para Educator-Kyler Horn  
.....Para Educator-Kathy Leibhart  
.....Para Educator-Jessica Myers  
.....Para Educator- Nita Zimmerman

**Please sign and return to school office by August 25, 2023**

## **RECEIPT**

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

### **STUDENT HANDBOOK - PARENT/STUDENT AGREEMENT**

I have received and read the Student Handbook that describes the Mullen School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Mullen Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

\_\_\_\_\_  
Student’s Signature                      Date

\_\_\_\_\_  
Parent/Guardian’s Signature    Date

\_\_\_\_\_  
Parents/Guardians

\_\_\_\_\_  
Cell Phone Number (Optional)

\_\_\_\_\_  
Parent’s/Guardian’s Email Address (Optional)

\_\_\_\_\_  
Parent’s/Guardian’s Email Address (Optional)

**If needed Please sign and return to school office by August 25,2023**

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

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

\_\_\_\_\_  
(name of the student)

It is necessary that the student receives (name of drug) \_\_\_\_\_, a physician-prescribed drug, during school intervals beginning on (date) \_\_\_\_\_ and continuing through \_\_\_\_\_ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**If needed Please sign and return to school office by August 25,2023**

**ADMINISTRATION OF MEDICATION TO STUDENTS  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATIONS BY SCHOOL PERSONNEL**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_

is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

\_\_\_\_\_  
Dosage and time \_\_\_\_\_

Date administration of drug is to begin \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

\_\_\_\_\_  
Signature of Physician

**If needed Please sign and return to school office by August 25, 2023**

**RECORD OF THE ADMINISTRATION OF  
SELF-ADMINISTRATION OF MEDICATION**

Parent/Guardian Phone \_\_\_\_\_  
Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_  
Phone #2 \_\_\_\_\_  
Possible Adverse Reaction: \_\_\_\_\_

\_\_\_\_\_ gives permission for \_\_\_\_\_ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent/guardian provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature \_\_\_\_\_

**Please sign and return to school office by August 25, 2023**

**ESU 16  
School Social Work  
Consent Form**

School Year: 2022-2023

Student(s) & Grade(s):

---

Parent(s)/Legal

Guardian(s): \_\_\_\_\_

I give permission for my child/ren to receive school social work services. I understand that services may include individual, group and classroom sessions and will be facilitated by a professional School Social Worker from ESU 16. The goals of the sessions will be to help the student strengthen his/her social skills, self-regulation skills, and ability to be successful in the academic environment.

If I have any questions or concerns about my child's participation or progress in the program, I understand I can contact the Building Principal or School Counselor through the front office of the school.

Please check one of the following.

- I only want my child/ren to participate in social work activities in the classroom.
- I only want my child/ren to participate in social work activities individually.
- I only want my child/ren to participate in social work in a small group.
- My child/ren may participate in social work activities in the classroom, small groups and individual groups.

\*Please note, if your child is selected to participate in any Social Work activities you will be notified.

Signature of Parent/Legal Guardian:

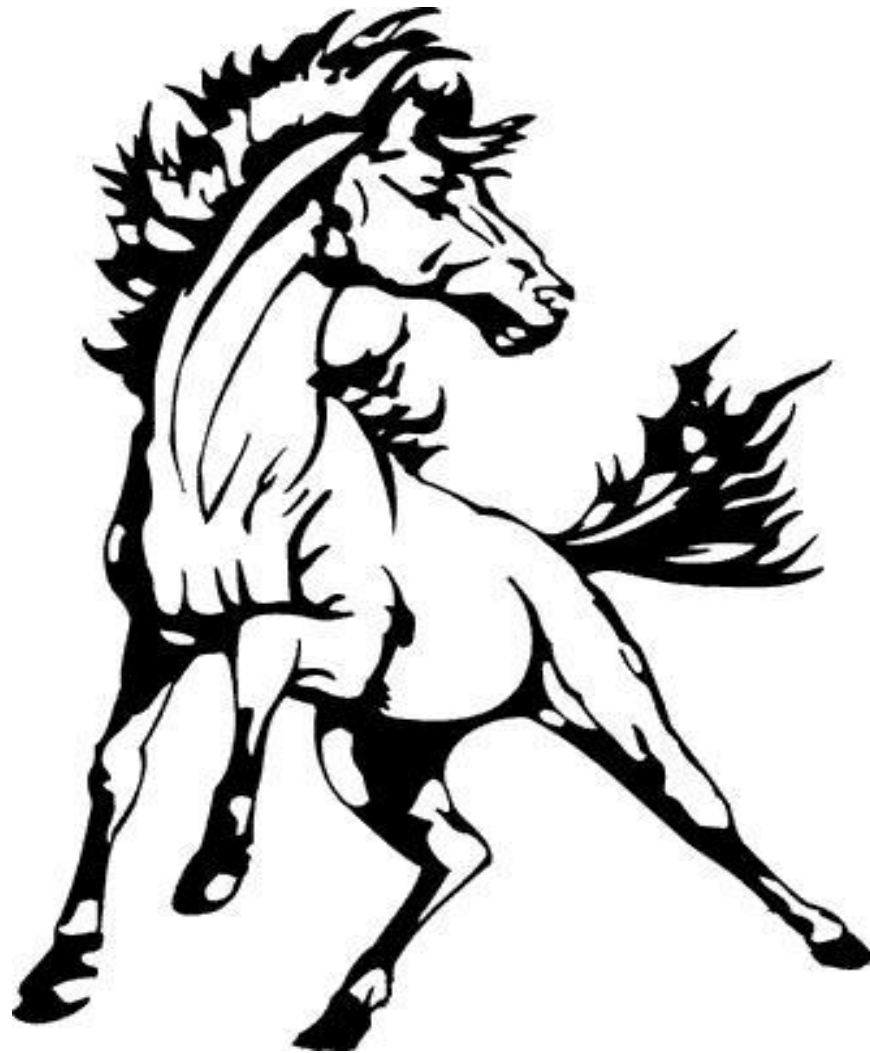
\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Legal Guardian:

\_\_\_\_\_ Date: \_\_\_\_\_

*Information will be treated confidentially. Confidentiality shall not be maintained where there is reason to suspect the occurrence of child abuse or neglect; where there is a clear threat to do serious bodily harm to self and/or others; or where a court intervenes under court order.*

# **Mullen Public Schools Activities Handbook 2023- 2024**



## **Introduction**

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

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

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

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

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

## **SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM**

### **Academic Eligibility**

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) **be registered for 5 credit hours per semester and be in regular attendance**, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The building principal or activities director will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students who have a grade of less than 70% in one class will be placed on "probation" for one week. If the student still has a grade of less than 70% in any class at the end of the week of probation, they will be declared ineligible for a minimum of one week and until they have administrative approval for renewed eligibility.

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

### **Activity Trips**

A student's behavior and appearance on an activity trip must be representative of Mullen High School. The coach(es), sponsor(s) and the driver will be the authorities in charge. The bus will always leave from the high school and return to it. **All schoolwork should be made up in advance for classes which will be missed.** All Mullen Public Schools students and staff will follow any and all protocols of the school district of whom they are visiting and competing against. This specifically includes special protocols opposing schools may require. Students will be responsible for their own food and accommodations while traveling.

### **Postseason and Long Distance Activity Trips**

The School District will:

- a. Provide lodging accommodations for 1 regular season activity and 1 postseason activity for each team as long as the following conditions are met:
  - 1 There is 150 miles distance (one way) from the location to Mullen or it is okayed by the Superintendent.
  - 2 Game time is unfeasible to require students to leave school prior to 5:00 AM.
  - 3 Game time is unfeasible to have students return to school after 12:00 AM.
  - 4 Lodging is for the state qualifying team or the individual state qualifiers.
- b. The district will provide one (1) team meal for postseason events such as a state tournament. A coach/sponsor could choose to use fundraising account funds for additional meals.

## **Attendance at Practices and Contests**

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

***Students who are absent from school will NOT be permitted to practice or participate in an athletic contest or activity performance unless the student has a medical professional's excuse note or prior permission from the building principal to participate despite the absence.***

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

## **Closings**

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

## **Colors**

The Mullen School colors are Black and Gold.

## **Complaint Procedure**

To reduce conflicts in the school's activities program, students and/or their parents /guardians should use the district's formal complaint procedure to manage conflicts. The complaint procedure is printed in the school's student handbook.

## **Concussion Awareness**

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

The School District will:

- c. Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Heads UP Concussions in Youth Sports
  - Concussion in Sports—What You Need to Know
  - Sports Safety International

- ConcussionWise
- ACTive™ Athletic Concussion Training for Coaches; and

- d. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
- 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

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

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

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

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

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

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

## **Dances**

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

## **Middle School/High School Dances**

All school dances are restricted to Mullen High School students and their guests. Outside guests of Mullen students will be required to fill out a permission form. High School Dances are for students in grades 9 through 12. Middle School dances are for students in grades 6 through 8. Each student is responsible for his/her guest's conduct. Any organization wishing to sponsor a dance must obtain permission from the principal regarding dates and times. Each dance should be sponsored by at least two adults. Once admitted to the dance, students are expected to remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances without approval from administration.

## **Homecoming and Prom**

The Homecoming dance is open to 9-12 students and guests of Mullen High School. The Junior/Senior Prom is open to 9-12 students and guests of Mullen High School. Guests must follow all rules that students must follow. Outside guests of Mullen students will be required to fill out a permission form and cannot be older than 20 years of age. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

## **Electronic Communication**

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

## **Equipment**

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out.

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

## **Fundraising**

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs

for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

### **Individual Training Rules and Rules of Conduct**

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

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caress the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Injuries**

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents/guardians or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

## **Insurance**

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities. The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

## **Lettering Requirements**

The following guidelines will be used in determining students' eligibility for lettering:

**Football:** The athlete must participate in as many quarters of play as there are regular season games played. This excludes postseason competition.

**Volleyball:** The athlete must participate in as many sets of play as there are regular season varsity games played. This excludes postseason competition.

**Cross Country:** The athlete must participate in all meets or place in two meets.

**Basketball:** The athlete must participate in as many quarters of play as there are regular season varsity games played. This excludes postseason competition.

**Golf:** The athlete must have their scores count towards team scores in two meets.

**Track:** The athlete must accumulate points in two meets.

**Wrestling:** The athlete must accumulate points in two varsity contests.

**Music:** At this time, 9-12 Music is not offered due to lack of staffing.

**Speech:** The student must participate in at least three speech meets or place in the top 6 at a speech contest.

**Drama:** The student must be in the One-Act Play cast or crew for a complete season and must perform at all contests or be named a top performer in their role.

**Journalism:** Participate in State Competition. Fulfill all necessary expectations established by the Journalism sponsor.

**Art:** The student must score at least 15 points in Art Shows based upon the criteria set up by the instructor. Students must be in good standing all year.

For each activity listed above, the participant must start and finish the season unless injured. Coaches and sponsors have the reserved right to award letters to seniors, student managers in grades 9-12, and others giving major contributions to the team or activity.

## **Mascot**

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

## **Practices**

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

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

1. Submit to the office a signed physical form, the Chain of Command agreement and the signed Activities Code of Conduct that verifies that a physical examination has been completed, that the student and parent(s)/guardian(s) clearly understand the chain of command agreement and that the student and parent(s)/guardian(s) understand the school's position regarding the use or possession of alcohol, tobacco, nicotine devices, and other related drugs along with eligibility, attendance and all other requirement in this handbook.

## **Secret Organizations**

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

## **Student Manager, Helpers, or Activity Aids**

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

## **Sunday and Wednesday Night Activities**

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team or an individual may be required to participate in an NSAA activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, a group of students, or individual is scheduled to compete or perform on a Monday or a Tuesday, or they are competing in a post season event. Practices scheduled for a Sunday must have the prior approval of the Superintendent.

## **Transportation**

All participants are expected to ride to and from away activities by means of approved school transportation. The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school

vehicle unless approved through the office. Students who wish to take private transportation home from a school event must submit a request to the head coach that has been signed by that student's parent/guardian to receive approval. Alternatively, a parent/guardian or approved adult (19 years of age or older) present at the event may sign the student off the bus list. Parents/guardians are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

**Mullen High School will NOT release students to fellow MHS students or friends.**

### **School Vehicle Rules**

1. All riders must remain seated while the bus is in motion.
2. No vulgar language or profanity.
3. Refrain from loud conversations.
4. No loud singing, boisterous conduct, or unnecessary noise.
5. No body parts extended outside the bus window at any time.
6. No litter of any type thrown out the window.

The driver and sponsor(s) are in charge at all times. No insubordination will be allowed. Parties not obeying the rules will be subject to disciplinary action which may include removal from the activity for which they are riding.

### **Weight Room**

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

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

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

## **SECTION TWO: AVAILABLE ACTIVITIES**

### **Activities and Athletics**

Basketball (boys and girls)  
Cross Country (boys and girls)  
Football  
Golf (boys and girls)  
Play Production

Speech  
Track (boys and girls)  
Volleyball  
Wrestling(boys and girls)  
Journalism

### **Band**

At this time, the school district does not sponsor a pep band.

### **Family Career and Community Leadership of America (FCCLA)**

FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or presently be taking a family and consumer sciences class. Program emphasis for FCCLA is on leadership development, family cooperation and communication, community service and peer education.

### **FFA**

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. In order to belong to the FFA organization, students will need to presently be taking at least one semester long agriculture class and pay the required dues. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

### **M Club**

Any student who has lettered in any activity is eligible for membership. The purpose of the Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all activities.

### **National Honor Society**

Members will be selected based on their scholarship, service, leadership, and character. All students who meet the requirements outlined below will qualify for membership.

#### *Scholarship*

Students who meet the **minimum scholarship requirement of 94%** based on an approved class curriculum will qualify to apply for membership. Those who do not meet the minimum scholarship requirements **do not** qualify to apply for membership.

#### *Student Candidate Form*

Students will be evaluated on the criteria of service, leadership, and character through student applications provided with their qualification letter. It is the responsibility of the student to adhere to application deadlines and guidelines.

#### *Essay*

Students will also be evaluated on the criteria of service, leadership, and character through a student-completed essay. Essays will be graded with an appropriate rubric

based on both form and content. It is the responsibility of the student to adhere to essay deadlines and guidelines.

#### *Character*

In cases where discipline issues place concern on the character of a student, admission to the organization may be denied regardless of the above application process. These decisions are final and shall be made by the principal.

#### *Appeals*

Any and all appeal cases will be turned in to the principal and voted on by the anonymous faculty council.

All selection correspondence is communicated through the United States Postal Service mail.

### **Student Council**

The purpose of student council is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, goodwill, and better understanding with other schools. The organization, operation, and scope of the student council shall be administered by the building principal or designee.

## SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

### Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <http://nsaahome.org/yearbook.php>. A summary of the major rules is given below. Contact the principal or the activity sponsor/coach for an explanation of the complete rule.

1. Students must be a *bona fide* student of their member school and have not graduated from high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Students are ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
4. Students must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Students must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Students must be enrolled and have received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**
  - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

- b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
  - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
  - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
  11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the upcoming school year prior to May 1st of the current year; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
  12. Transfer to Home School District. Any student entering high school for the first time after promotion from 8th grade who did not initially enroll in the high school located in the school district where the students parents have their domicile, or a student who transfers back to a high school located in the school district where his/her legal parent(s) have established their domicile shall be ineligible for ninety school days.
  13. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules
  14. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (\*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)

14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

### **NSAA Sportsmanship Rules**

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

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

## **SECTION FOUR: CODE OF CONDUCT**

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

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

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

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

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco, nicotine dispensing devices or controlled substances, or any lookalike or imitations thereof, or being under the influence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, Juuls, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis,

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

11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year. If any state or national activity happens during the summer that would be considered an extension of the school year (such as National FCCLA Conference), the code of conduct will be followed for that summer activity that extended from the previous school year.

**Discipline.** Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

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

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

**Evaluation, Counseling, and Treatment.** Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the

results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

**Reporting of Incident.** Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

**Discipline Procedures.** Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The activities director along with the coach or activity sponsor shall make an investigation of the alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach/sponsor and building principal regarding the incident and any resulting disciplinary action.
3. The Principal in coordination with the Superintendent shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.
4. The student or the student's parents/guardians will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

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

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

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

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

## **Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

### **Parents' Role in Interscholastic Athletics**

Communicating with the Coach

1. Communication you should expect from your child's coach includes:
  - a. Philosophy of the coach
  - b. Expectations the coach has for your child
  - c. Locations and times of all practices and contests
  - d. Team requirements
  - e. Procedure should your child be injured
  - f. Discipline that results in the denial of your student's participation
2. Communication coaches expect from parents
  - a. Concerns expressed directly to the coach
  - b. Notification of any schedule conflicts well in advance
  - c. Specific concerns in regard to a coach's philosophy and/or expectations
3. Appropriate concerns to discuss with coaches:
  - a. The treatment of your child, mentally, and physically
  - b. Ways to help your child improve
  - c. Concerns about your child's behavior
4. Issues not appropriate to discuss with coaches:
  - a. Playing time
  - b. Team strategy (Play Calling)
  - c. Other student-athletes (except for reporting activity code violations)

### **Mullen Public Schools Coaches Concern Procedure**

It is the intent of the Mullen Public Schools to provide an opportunity for parents and players to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the Board of Education and administration insist that players, parents, coaches and board members follow the concern procedures as presented.

The procedures are as follows:

- 1. Cooling off period-** There are to be no spontaneous concern related conversations immediately following a game or practice, especially confrontational concerns. Parents agree to wait **at least 24 hours after a game or practice** prior to initiating a conversation with a coach. Coaches agree to not participate in any altercations where the concern procedure has not been followed.
- 2. Concern Form-** Prior to any formal conversations being held between a parent and a coach that involves any administration, a concern form must be completed by the parent and given to the principal. The principal will be responsible for delivering the form to the coach. This will allow each party the opportunity to be prepared to discuss the issue. It is highly encouraged that the parent/player attempts to meet with the coach prior to involving the principal. If the issue is becoming a major concern, please involve the principal.
- 3. Parent/Coach/Activities Director Meeting-** The AD will contact the parent and arrange a time to meet with the parent, player and coach in order to resolve the issue. All parties will agree to conduct themselves professionally and respectfully at all times.
- 4. Principal's Involvement-** If the AD feels the concern dictates involvement from the Principal, the Principal will be asked to be involved in the meeting.
- 5. Superintendent's Involvement-** In the event the issue is not resolved to the satisfaction of the parent/player, the principal will bring the concern to the Superintendent.
- 5. Board of Education-** In the event the issue is not resolved, the parent may file an official grievance form which has been adopted by each respective board of education.

***In the interest of protecting the educational oriented environment at Mullen, it is imperative that this policy be followed by all.***

**A COPY OF THE REQUIRED CONCERN FORM IS FOUND ON THE NEXT PAGE.**

**COACHING CONCERN FORM**

To be completed by the player or the parent/guardian of the player

Report Date: \_\_\_\_\_ Date of Incidence: \_\_\_\_\_

Coach who you have concern against: \_\_\_\_\_

Sport Concern affects: \_\_\_\_\_ Affected Player(s): \_\_\_\_\_

**Reason for Concern (attach additional pages if needed):**

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**What has been done to resolve the concern (meeting with coaches, players meet with coaches, etc.)? (attach additional pages if needed):**

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**Person filing report (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**How can we contact you? Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**..... Mullen Public Schools Use Only.....**

**Date received :** \_\_\_\_\_ **Date responded to:** \_\_\_\_\_

***Response given:***

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**Person responding (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## **A Parent's Guide to Concussions**

### **WHAT IS A CONCUSSION?**

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

### **CONCUSSION FACTS**

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

### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

#### Signs Observed by Parents or Guardians

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

#### Symptoms Reported by Athlete

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

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

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

## **WHEN IN DOUBT – SIT THEM OUT!**

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

## **WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?**

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

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

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

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

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

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

*Step 4:* Full contact practice or training.

*Step 5:* Gameplay.

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

## **HOW CAN A CONCUSSION AFFECT SCHOOLWORK?**

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

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

## **WHAT CAN YOU DO?**

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

## **OTHER FREQUENTLY ASKED QUESTIONS:**

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

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

### **Is a “CT scan” or MRI needed to diagnose a concussion?**

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

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

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

### **How long do the symptoms of a concussion usually last?**

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

for such long-term symptoms indicates the need for careful management of all concussions.

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

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

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

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

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

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

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## STAFF DIRECTORY

High School Phone 308-546-2223 (fax 308-546-2209)  
404 N Blaine st.  
PO Box 127  
Mullen, NE 69152

**Members of the Board of Education:**.....President- Liza Simonson  
.....Vice-President-Dane Peterson  
..... Secretary-Mike French  
..... Treasurer- Casey Phillips  
.....Member- Travis Hampton  
..... Member-Patrick Wright

**Administrative Staff:**  
..... Superintendent-Chris Kuncel  
.....High School Principal- Mike Kvanvig  
..... Elementary Principal- Brett Mauler

**Office Staff:**  
..... Business Manager-Pam Ginkens  
.....Activities Secretary-Kris Forsen

**Coaching Staff:**  
.....Activities Director- Phil Hoyt  
..... Football Head- Wade Marsh  
.....Football Asst/Art Club- Kyle Hoyt  
.....Head Cross Country--Janie Kuncel  
.....Wrestling Head/FB Asst/Track Head-Russ Monette  
.....Volleyball Head- Nichole Ourada  
.....Volleyball Asst-Alysen Daniels  
.....Head Girls BB/Volleyball Volunteer-Kay Dent  
.....Girls Basketball Asst-Sammy Walker  
.....Head Play Production- CeCe Coons  
.....Boys Basketball Head- Brad Wright  
.....Boys Basketball Asst.- Darrick Hanks  
.....Boys Basketball Volunteer-Dan Young  
.....Wrestling Asst-Bo Pettit  
.....Wrestling Volunteer- Ty Kvanvig  
..... Track Asst- Sarah Hardin  
..... Track Asst- Harlee Fisher  
.....Girls Golf Head-Bo Cribelli  
.....Boys Golf Head- Mike Brown  
.....Boys Golf Volunteer- Clint Svoboda  
.....Speech Head/Asst. Play Production- Kyler Horn  
.....FCCLA- Kelli Walz  
.....FFA- Kelsey Phillips  
..... Journalism- Megan Andersen

Please sign and return to school office by August 18, 2023

**AUTHORIZATION AND ACKNOWLEDGEMENT**

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

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents/guardians must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

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

\_\_\_\_\_  
Signature of Parent/guardian

\_\_\_\_\_  
Printed Name of Parent/guardians

\_\_\_\_\_  
Date

*Please sign and return to school office by August 18, 2023*

**ACKNOWLEDGEMENT OF CONDUCT CODE**

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **+This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Parent/guardian

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

Please sign and return to school office by August 18, 2023

## Mullen High School Chain of Command Agreement

1. Parents agree to wait at least 24 hours after a game/contest prior to initiating a confrontational conversation with a coach. It is never okay to approach a coach about any issues related to the activity on the same night as an event.
2. Talk with the Coach **FIRST** about any issues. **Follow the Chain of Command**, administration will direct you to the coach if you have not initially contacted the coach.
3. If issues cannot be resolved through player/coach and parent/coach meetings, a concern form must be completed by the parent and given to the principal. The principal will be responsible for delivering the form to the coach and setting up a meeting. Concern Forms are located in the Activity handbook.
4. The issue of playing time is **STRICTLY** up to the coaches.
5. These procedures will be **STRICTLY** enforced by the administration. If you feel the coach is unapproachable, then that is an issue that needs to be resolved. Follow the protocol so we can solve the problem. If you believe the coach is not doing what is in the best interest of your child, it should not matter to you if they are approachable as there may be problems bigger than being approachable.
6. Follow the **Chain of Command**
  - a. **Player - Coach- Parent - Coach - Activities Director-Principal - Superintendent - Board**

By signing this document, I understand that the procedures above were put in place to protect players and coaches. I understand that I must follow the chain of command to work out my concerns..

This agreement must be signed by all parties involved in order for the student to participate in athletics. Please return to the high school office.

**I understand that as a player it is my duty to compete to my best ability and to respect my coach's decisions even though I may not agree. If I do not agree with coaching styles or decisions, I will follow the procedure listed above.**

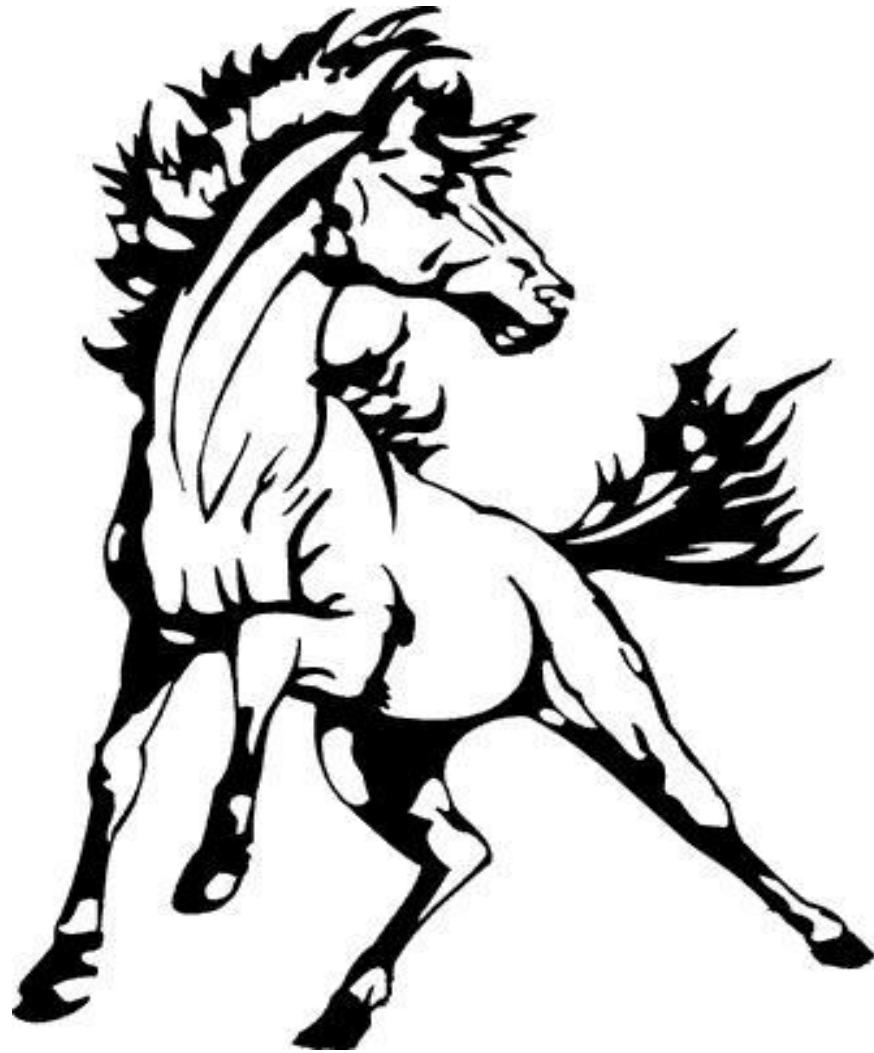
Student \_\_\_\_\_ Date \_\_\_\_\_

**Both myself and my spouse (if applicable) understand as a parent it is my/our duty to support my/our student athlete and to respect the decisions made by the coaches even though I/we may not agree. If I/we do not agree with coaching styles or decisions, I/we will follow the procedure listed above.**

Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

# **Mullen Public Schools Staff Handbook**

**2023-2024**



## **INTRODUCTION**

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

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

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

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

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

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Chris Kuncl at 308-546-2223. For further assistance, you may also contact the Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

## **DRUG-FREE WORKPLACE REQUIREMENTS**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, or dispensing of look-alike drugs, controlled substances, or alcoholic liquor. Look-alike drugs are those drugs that are not controlled substances but are represented as such, including chemicals that elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute violation occurring in the workplace, appropriate personnel action against such an employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

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

Accidents should only be discussed with the administration and those authorized by the administration.

## **Activity Accounts and Fundraising**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.** The administration is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

## **Activity Tickets**

All staff that are considered to be full time along with their spouses, and their school-age children will be admitted to home games free of charge (Excludes conference and NSAA activities). Activity tickets will be issued to staff through the building offices.

When attending home activities, if needed staff members should remember that they may possibly be needed to help with crowd control and supervision of students as the need arises.

## **Activity Ticket Taking**

**All staff will be expected to take tickets at home events at least twice.** The high school principal is responsible for arranging ticket taking. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

## **Agents, Salesmen and Other Business Representatives**

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

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

## **Announcements**

### **Elementary**

Bulletins will be prepared as needed. Announcements may also be posted on the office room cupboards.

### **Secondary**

Announcements will be read in the office by a selected student. All announcements need to be turned in to the secretary by 7:30 a.m. each morning in order to be heard.

## **Bell Schedule**

The bell schedule will be set by the building administrator. A regular schedule, a 2:00 Friday schedule, an early out schedule, and a late start schedule will be constructed and given to the staff.

## **Board Policies**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. **By signing the agreement below, you agree that you have read and understood those policies, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

## **Care of Room**

In order to ensure a positive and proper learning environment, teachers must maintain an orderly, secure classroom. When leaving for the evening, each teacher should:

1. Shut and lock all windows.
2. Turn off classroom lights, computers, and any non-essential electrical devices.
3. Return chairs to the regular classroom setting or to one desired by the custodian.
4. Lock the door.

## **Child Abuse**

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she, or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in favor of reporting suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

## **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with

appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

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

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board president who will then bring the appeal to the attention of the board of education.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However,

all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

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

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

### **Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with Board Policy regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **Conflict of Interest**

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

## **Contact Information**

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

## **Copyright and Fair Use**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

## **Corporal Punishment**

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

## **Crisis Response Team**

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

## **Disability Leave (Short-Term)**

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

## **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Megan Andersen

308-546-2223 or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mike Kvanvig 308-546-2223 or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Chris Kuncl 308-546-2223 or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Driving (both school and personal vehicles)**

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Driving a personal vehicle for student transport is discouraged by the district but can be used when absolutely necessary. Staff members will need to provide a Driver's license to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including the use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

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

### **Dress Code**

Staff should dress in a manner that reflects the honorable profession of education. All staff members, both certified and classified, are expected to dress appropriately to convey a professional image. On **Fridays and designated days**, staff may wear jeans in combination with Mullen Bronco apparel or other authorized apparel.

**Custodial, maintenance and transportation staff** should dress in attire appropriate to the work they are performing. **Ag/Shop, Art, and Physical Education staff** should dress in attire appropriate for their work conditions for the day.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees. During high temperature days, professional dress shorts may be allowed in rooms that do not have air conditioning. Jeans and casual dress may be worn only on learning adventures, if appropriate and on announced casual days. Specialized areas such as industrial tech, art, and PE will be allowed to wear clothing to fit their instructional plans for that day. For example, on demolition days it will be more conducive to wear jeans due to the nature of the lesson. Any violation of school policy and rules may result in disciplinary action.

## **Drug and Alcohol Testing**

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

## **Electronic Communication While Driving**

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

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

## **Expenses**

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

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

The School District will not reimburse sales tax.

## **Family and Medical Leave (FMLA)**

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

## **In-School Communication**

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

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

## **Intellectual Property**

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

## **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses. An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

## **Keys**

Staff will not have any duplicate keys made of any school key. Staff will make sure all doors and windows are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

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

## **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the superintendent.

## **Meals Program**

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunch from the school cafeteria for \$4.00 per day. The lunch price includes one carton of milk. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members are discouraged to run a deficit in their lunch accounts. Staff members required to supervise lunch will receive a lunch paid for by the school district.

## **Military Leaves of Absence**

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

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

### **Milk Expression**

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

### **News and Press Releases**

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

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

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

### **Newsletters**

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes the positive aspects of the district's mission.

### **Outside Employment**

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

### **Political Activities**

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

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

### **Professional Boundaries Between Staff and Students**

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and

away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

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

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

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

### **Professional Growth**

All employees must complete state required inservice and course work hours, and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

### **Purchasing**

All requisitions for books and school supplies must be approved by the building principal on Apatafund. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the building secretary will check in the item and deliver it to the requisitioner so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization. All orders must be submitted prior to leaving at the end of the school year.

When routine supplies are needed for immediate use, staff should contact the building secretary prior to placing a requisition as the item may be on hand. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal then place a requisition through Apatafund. The superintendent will have final approval of the requisition.

### **Records and Reports**

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

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

### **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

### **School Calendar**

The official school calendar is maintained in each building office and on the school website. All activities and events must be scheduled and approved by the building principal. The building secretaries will be responsible for making changes to the school calendar.

### **School Extracurricular Meetings**

**To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.** All Sponsor must get approval from the building secretary prior to hosting a lunch meeting. The building secretary will work with the building principal to assure there are not any conflicts. For lunch meetings, please be sure to communicate with the kitchen manager on to-go lunches or if the students will not be eating. **This is the responsibility of the sponsor who is holding the meeting.**

### **School Property**

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

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

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

### **School Vehicle Use**

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

### **Security**

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

night.

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

All visitors are required to report to the office when entering the building. Staff immediately must report all strangers they observe in the building to the office. Visitors who request to see students should meet with the student in the office or a predetermined location.

### **Smoking on School Premises or at School Activities**

The use or possession of any tobacco product(cigarettes, chewing tobacco, tobacco pouches), including the use of vapor products, or any other such look-alike product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

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

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

### **Social Media Usage by Staff**

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

### **Solicitation and Distribution of Merchandise**

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

### **Staff Room**

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

### **Student Interviews**

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

### **Telephones**

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones. Teachers will not be called out of class time except in the case of an emergency. Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

### **Threat Assessment and Response**

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

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

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

2. **Threat Assessment Team-** The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, school office staff, guidance counselor(s), or members of the mental health profession who would be willing to work with the school. It should not include parents or board members. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

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

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its

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

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

### **Transportation Request Forms**

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

### **Visitors**

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

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

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period at a specific date and specific time
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear a visitor's badge supplied by the building office

### **Wage and Salary Payments**

Staff members are paid on the first business day of each month. The district provides direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits must contact the district office. Employees shall not be paid in advance under any circumstances.

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

an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, business manager, or the superintendent.

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

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced on Weather-threat(releases information to TV networks), Thrillshare, school app, school website, and school social media sites. An automated phone call will be sent to all numbers that are reported and posted in the PowerSchool system.

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

### **Workplace Searches**

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

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

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

#### **1. Sick Leave**

- a. Certified staff members who are too ill to perform their teaching duties must contact their building principal asap. All staff members will need to report the absence in the AptaFund system and list the reason that they used a sick leave day.

#### **2. Personal Leave**

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

#### **3. Professional Leave**

- a. The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

#### **4. Bereavement Leave**

- a. Certified Employees shall be entitled to leave with pay for a maximum of 4 contract days per year and Classified shall be entitled to a maximum of 2 days in the event of the death of the employee's parent, grandparents, aunt, uncle, sibling, grandchild, child, or spouse. This includes employee's in-laws of parents, grandparents, aunt, uncle, brother or sister. The Superintendent may approve up to 2 days of bereavement leave for non-family members during the contract year. A maximum of 21 additional unpaid contract day(s) shall be allowed each time another listed individual dies within the same contract year. Such leave may be used only during the five (5) calendar day period commencing with the date of death. Leave under this section may be conditioned upon the teacher submitting to the principal proof of the death of the deceased and the teacher's relationship to the deceased.

#### **5. Holidays**

- a. Eligible Employees will receive paid time off on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas day New Year's Eve, New Year's Day

and June 19th. Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

## **6. Substitute**

Each teacher must prepare a substitute plan when absent.

1. A list of special duties and instructions;
2. Plans for the day if the teacher's absence was anticipated.

(These plans are in addition to the teacher's regular lesson plan book.)

## **Assemblies**

The principals and office should be informed, at a minimum, one week in advance of speakers or classroom guests coming into the classroom. The speaker/classroom guest must be of educational value in order to take away from instructional time. The principal must approve all assemblies. **Please do not interrupt instructional time without informing your building principal.**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order, unless dismissed by administration.

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

## **Assignment Notebooks**

Assignment Notebooks may function as students' make-up slips at the 6-8 level and for certain students at the 9-12 level, as well as a pass out of class or to see another instructor. They may also be used as a communication tool home to parents. It is encouraged that every time a student leaves class during class time, a pass should be assigned. This way, other staff can ascertain where the student has permission to be. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note to the next period instructor stating why the student was late, rather than assigning a tardy.

## **Assignment of Teachers**

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

## **Certificates, Teacher Contracts, Salary Information**

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

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

- a. social security number,
- b. withholding form W-4, and
- c. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

### **Cheating**

The offense will need to be reported to the building principal asap. The student will be required to redo or complete the assignment and will receive up to 50% of the earned grade on the assignment/Assessment. The student will also be required to serve four days of 9th hour reporting to the principal. The teacher will be responsible for notifying the parents/guardians.

### **Check-out Forms**

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

### **Classroom Management and Student Discipline**

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

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

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

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

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

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

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

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

Staff may never send a student off school grounds without notifying administration.

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

## **Classroom Sanitation**

### **1. Handling of Body Fluids**

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

### **2. Infectious Diseases**

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

## **Coaching Supplies**

Coaching supplies will be distributed by the activities director. Such items include tape, pre wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory as needed.

## **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students. Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Mullen Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office. When students purchase items such as coats, rings, etc. through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

## **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community.

## **Computer Lab**

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator. Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or

drink is allowed in the computer lab.

### **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Certified staff must contact the principal before displaying student work at an evening activity.

### **Down Slips and Progress Reports**

The Down List will be compiled every week for high school students on Wednesday at 4 PM. It is the responsibility of the teacher to get in all the necessary grades in order for a student to be on or off the down list. Teachers will have until Friday at 4 PM to notify the parents of the student who is on the down list. Teachers are required to inform the parents why their student is on the list and what the student needs to do to get off of the list. Informing the parents will need to be done by phone or email. It is recommended that staff members communicate as much as possible with parents.

### **Duties of Certified Staff**

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

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teacher's Professional Code of Ethics.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc..
- i) Turning in all monies collected to the main office by the end of the day.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

### **Elementary Supervision and Duty**

One elementary staff member should be supervising the playground by 7:30 a.m. He/she will make the decision of whether or not to move to the lunchroom on colder mornings. Elementary teachers are to be present on the playground at all times with their classes for supervision during recess. Teachers can combine supervision responsibilities to facilitate staff meetings or when working with other students in the

classroom during recess time. Two elementary staff will be on hall and playground duty each day at noon and will supervise the lunchroom during lunch time. They can make the decision to stay inside for recess on colder days.

### **Eligibility Grades 6-12**

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than **seventy percent (70%) in two or more classes weekly or one class for a period of two consecutive weeks.** Eligibility will be based on the weekly cumulative quarter mathematical average of each student. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

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

### **Extracurricular Activities**

All staff must schedule all events and other extracurricular activities at the central office to avoid conflicts. Activities must be put on the school calendar located in the principal's office at least one week before the activity. Coaches should shorten practices and activities on Wednesday evenings. Sunday practices shall not be conducted without prior approval from administration.

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

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The superintendent and high school principal have the responsibility for all activities. Therefore, any ruling or handbook decision made will be school regulation in lieu of further board action.

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

### **Evacuations**

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency. Students should be reminded to take all evacuation drills seriously, and fire drill instructions should be posted near the exits in every classroom.

#### **1. Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency. When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

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

When signaled to return to the school building, students will return in an orderly manner.

## **2. Tornado Drills**

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

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

## **3. Protocol for all Evacuations**

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

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

## **Evaluations**

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

## **Examinations**

Semester examinations may be given in all classes. Tests and final exams may be given ahead of time depending on the circumstance.

## **Faculty Meetings**

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration. Staff members may add items for discussion to the agenda by contacting the principal.

### **Field Trip/Learning Adventure Request Forms**

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity. Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

### **Grading Policy**

The grading scale below pertains to all students in the Mullen Public School System:

A	93-100
B	85-92
C	78-84
D	70-77
F	0-69

The actual percentage number is recorded on the high school report cards. Elementary grades may also use a pass/fail grade or equivalent on their report cards. Non-GPA courses in both middle school and high school may also be graded using pass/fail.

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

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card

### **Guest Lecturers**

Guest lecturers must be approved by the building principal before they can address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

### **Hall Duty**

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

### **Homework Policy**

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

#### **No "0" (Zero) Procedure**

The No "0" Procedure is designed to have all students required to turn in all of their assignments by the due date imposed by each teacher. If an assignment is due to be turned in, the student is responsible for completing the work. If the student does not

turn in the required assignment, the teacher will input a 0 for the grade in PowerSchool and they will be required to consequence them with 9th hour and possibly before school or lunch detention. Students will be required to serve a consequence until their work has been completed and handed in. Teachers also reserve the right to dock points for late work as mentioned in their required class syllabi. If a student does not turn in the required assignment by 3:30 PM on the required day, the student will not be allowed to practice in any extra-curricular activity until that assignment has been turned in to the assigning teacher. Students will not be allowed to practice until their required assignments are turned in to the assigning teacher

### **Instructional Films**

Instructional Films may be used as instructional materials and must be previously approved by the building principal. All media must be previewed for suitability by the classroom teacher before being shown to students. All movies or videos watched with students that are rated above G rating must have a signed permission slip.

### **Lesson Plans**

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

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Monday of each week.

### **Media Center**

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

### **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction

of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

### **Parent-Teacher Communication**

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

### **Parking**

Staff members have the staff parking lot reserved for them. **Students are not to park their cars in the staff spots.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

### **Parties**

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

### **Planning Time**

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day. The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. The Primary purpose of Planning time is not for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests. This means that classroom teachers are not free to leave campus. If a classroom teacher needs to leave campus during this time, they must receive permission from the building principal or the school superintendent if the principal is absent.

### **PowerSchool and PowerGradeBook**

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at 8:00, 10:00, 12:00 & 2:00; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact their PowerSchool administrator.

### **Private Tutoring**

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

- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Pupils' Records**

1. Each classroom teacher must keep a set of records in the PowerSchool system.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
  - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
  - c) Each classroom teacher is responsible for distribution of class grades on time.
  - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.
3. Staff members need to have a legitimate educational interest to review records of students. For secondary students, cumulative records for each student shall be maintained in the office of the guidance counselor.

### **Rights of Certified and Probationary Teachers**

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

### **School Day**

All certified staff must be at school or on duty between the hours of 7.30 a.m. and 4:00 p.m., Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave at 2:00 P.M. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:30 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class/conference periods.

### **Sponsors**

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

### **Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. School-owned clothing or equipment that is checked out to students remains the property of the school. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing/equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

### **Student Attendance**

Students are expected to arrive at each class, be seated and ready for instructions prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time. Each teacher must maintain an accurate record of student attendance in PowerSchool. Students are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. . No student should be accepted back into class without checking in at the office, first.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

### **Student Attire**

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook. Classroom teachers should report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming/appearance is the responsibility of the building principal.

### **Student Illness**

In the event of student illness or injury, classroom teachers should notify the office immediately. If a student becomes ill, they should be sent to the office. Office staff will oversee parent notification and arrangements for the student. A student shall not be sent home unless a parent can be contacted.

## **Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures. No staff members other than the school office personnel should dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin, cough syrup or cough drops.

Office staff are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, and directions for administering the medication. After receiving the medication, the school employee should place it in an area where access is restricted to school employees only.

## **Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

## **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period and they will be compensated accordingly.

## **Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

## **Textbooks and Equipment**

Classroom teachers will issue textbooks and other equipment to the pupils, keeping a record of the number and condition of the property assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books.

Pupils are to pay for lost/damaged property. Book covers are encouraged for textbooks.

Workbooks do not become the property of the students and in most cases should be retained by the school.

Teachers are responsible for checking out and overseeing the safe return of laptops to mobile labs.

## **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

### **At-Will Employment**

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Bereavement Leave**

Classified employees may be granted up to 2 days off work (with pay) in the event of the death. Absence must be approved by administration.

### **Holidays**

Eligible employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

### **Overtime and Compensatory Time**

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate

supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

### **PTO/Personal Leave**

Classified employees, who are full time employees, will receive up to 9 days of paid time off each school year and certified employees receive 3 days of personal leave for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days or PTO days from year to year.

### **Sick Leave**

Classified employees do not receive sick leave. Certified staff members receive 10 days per year accumulating to 30 days. A staff member who has a medical appointment, who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone or has a medical appointment, must notify his or her immediate supervisor prior to the time he/she regularly reports to work. PTO hours can be used for this purpose.

### **Vacation**

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information. Eligible employees receive vacation according to their individual work agreements.

New employees will not be entitled to any vacation leave for the first nine weeks of employment. After the completion of the last day of the ninth week of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth week of employment, new employees will receive the remaining days of vacation provided for their job assignment.

**STAFF DIRECTORY**

**404 N Blaine st.  
PO Box 127  
Mullen, NE 69152**

**High School Phone 308-546-2223  
Elementary Phone 308-546-2292  
District Fax Number- 308-546-2209**

**Members of the Board of Education:**.....President- Liza Simonson  
.....Vice-President-Dane Peterson  
..... Secretary-Mike French  
..... Treasurer- Casey Phillips  
.....Member- Travis Hampton  
..... Member-Patrick Wright

**Administrative Staff:**  
..... Superintendent- Chris Kuncel  
.....High School Principal- Mike Kvanvig  
..... Elementary Principal- Brett Mauler

**Office Staff:**  
.....Business Manager-Pam Ginkens  
..... HS Principal’s Secretary-Kris Forsen  
.....ES Principal’s Secretary-Katie Crisp

**Certified Teachers:**  
.....Agriculture- Kelsey Phillips  
..... Art- Kyle Hoyt  
..... Business/Tech-Mellissa Donohoe  
.....English/PE- Russ Monette  
.....English-Megan Andersen  
.....FCS/Business-Kelli Walz  
..... First Grade-Donalee Barner  
..... Fifth Grade-Beth Rice  
..... Fourth Grade- Melody McDowell  
.....Guidance Counselor- Kara Connealy  
..... Kindergarten-LeAnne DeKay  
.....Industrial Technology/Physical Education/Activities Director- Phil Hoyt  
..... Library/Media- Emily Ady  
..... Math- Ron Taylor  
..... Music- Mary Jo Walker  
.....Physical Education/Math-Bo Cribelli  
..... Second Grade- Emily Brown  
..... Science/Biology-Tawnee Jewell  
..... Science/Physical-Sarah Hardin  
..... Social Studies- Trisha Vest  
.....Spanish- Dominique Werner  
.....Special Ed (ES)-Robyn Werth  
..... Special Ed (HS)-Lori Vinton  
..... Third Grade-Krista Schoonveld  
.....Title I Teacher- Stacey Vinton

*Please sign and return to school office by August 18, 2023*

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Mullen Public School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Mullen Public Schools Pandemic Plan & Procedures

Reviewed July 10, 2023

Mullen Public Schools developed the following procedures in conjunction with local health departments using guidance from the Center for Disease Control (CDC). Mullen Public Schools is committed to slowing the spread of diseases and protecting vulnerable students and staff, to help ensure students have safe and healthy learning environments. The goal of these procedures is to limit the spread of infectious diseases and risks associated with the contact of infectious diseases for our students, staff, parents, and immediate family. These procedures serve as a general guideline and changes may need to occur quickly as conditions and information from the CDC and resident health departments warrant. Once we are moved into a new color, parents will be notified via the Thrillshare system.

## NORMAL

- The state of Nebraska is not in a state of emergency or pandemic declared by the Governor
- Bussing and transportation will remain normal.
- Students, Staff, and individuals entering the building are encouraged to follow CDC Guidelines for minimal-risk levels for all viruses/illness. Individuals that are exhibiting a fever of 100.4 or greater, an uncontrollable dry cough, vomiting, or are visibly ill will be required to leave the building.
  - Students needing to be picked up will remain in an isolation room until leaving the building. Parents/guardians will be notified and will be expected to arrive within 2 hours to pick up their student.
  - **Students will NOT be allowed to utilize school transportation if students are exhibiting a fever of 100.4 or higher or if they are vomiting.**
  - **Students/Staff must be fever free (less than 100.4) for 24 hours without fever reducing medication prior to returning to school.**
  - **If tested for positive Covid-19 or any variant, documentation must be provided from a medical professional or resident health district for absence documentation and for clearance to return.**
- Handwashing and hand sanitizer is encouraged.
- Face coverings are optional.
- Breakfast and lunch will be in the cafeteria.
- Students are encouraged to wipe down desks and workstations..
- Visitors, outside of the scheduled lunch time, should be approved by administration. Please leave items with the building secretary.
- Activities will follow procedures of the away school or procedures set forth by NSAA. This includes athletes, coaches, managers and spectators.

## LOW RISK

- The state of Nebraska has been placed in a state of emergency due to a pandemic. Directed health measures set forth by the state of Nebraska will be followed.
- Transportation will still be offered. Drivers/students are encouraged to wear face coverings.
- Cleaning Logs will be filled out upon the completion of cleaning areas.
- If a student/staff comes in direct contact with someone who tested positive for COVID-19, it is recommended to follow the flow chart below.
- Wearing Face Coverings is optional but recommended unless:
  - A statewide directed health measure requiring a Six (6) Feet Separation Rule and Masking for indoor gatherings or schools is mandated. The mandate will be followed by the 6-12 students and staff. Example: When students/staff are unable to obtain six (6) feet social distance in a classroom or hallway, they will

# Mullen Public Schools Pandemic Plan & Procedures

Reviewed July 10, 2023

be required to wear a face covering unless they provide a mask exemption signed by an authorized medical professional.

- A statewide face covering mandate is issued by the Governor or Nebraska.
- Breakfast and lunch will remain in the cafeteria using precautions developed during the 2020-2021 school year.
- Field Trips and Activities will be limited (expect postponements or cancellations).
- Students facing each other while seated in a classroom will not be permitted.
- An alternate schedule may be implemented along with alternate locations.
- Possible modified Band or Physical Education Classes.
- If a student/staff comes in direct contact with someone who tested positive for COVID-19, it is recommended to follow the flow chart below.
- No visitors will be allowed. Anything needed can be dropped off at the office.
- Activities will follow procedures of the away school or procedures set forth by NSAA. This includes athletes, coaches, managers and spectators.

## MODERATE RISK

- Statewide directed health measures and West Central Health state that Hooker County is at a moderate risk of exposure.
- Transportation will still be offered. Drivers and students are required to wear face coverings.
- Temperature checks may be done at the discretion of MPS staff members.
- Designated Entrances will be used for Grades K-1 2-5, 3-4, 6-8, 9-12.
- Face coverings will be required for all 6-12 students and all staff members moving through hallways, classrooms, and in the office areas when social distancing is not an option, and face coverings are recommended but not required for K-5 students.
- Field Trips and Extra-Curricular Activities could be postponed or canceled.
- A modified schedule may be used.
- If a student/staff comes in direct contact with someone who tested positive for COVID-19, it is recommended to contact your family physician and follow directives of your resident health department.
- Activities will follow procedures of the away school or procedures set forth by NSAA. This includes athletes, coaches, managers and spectators.

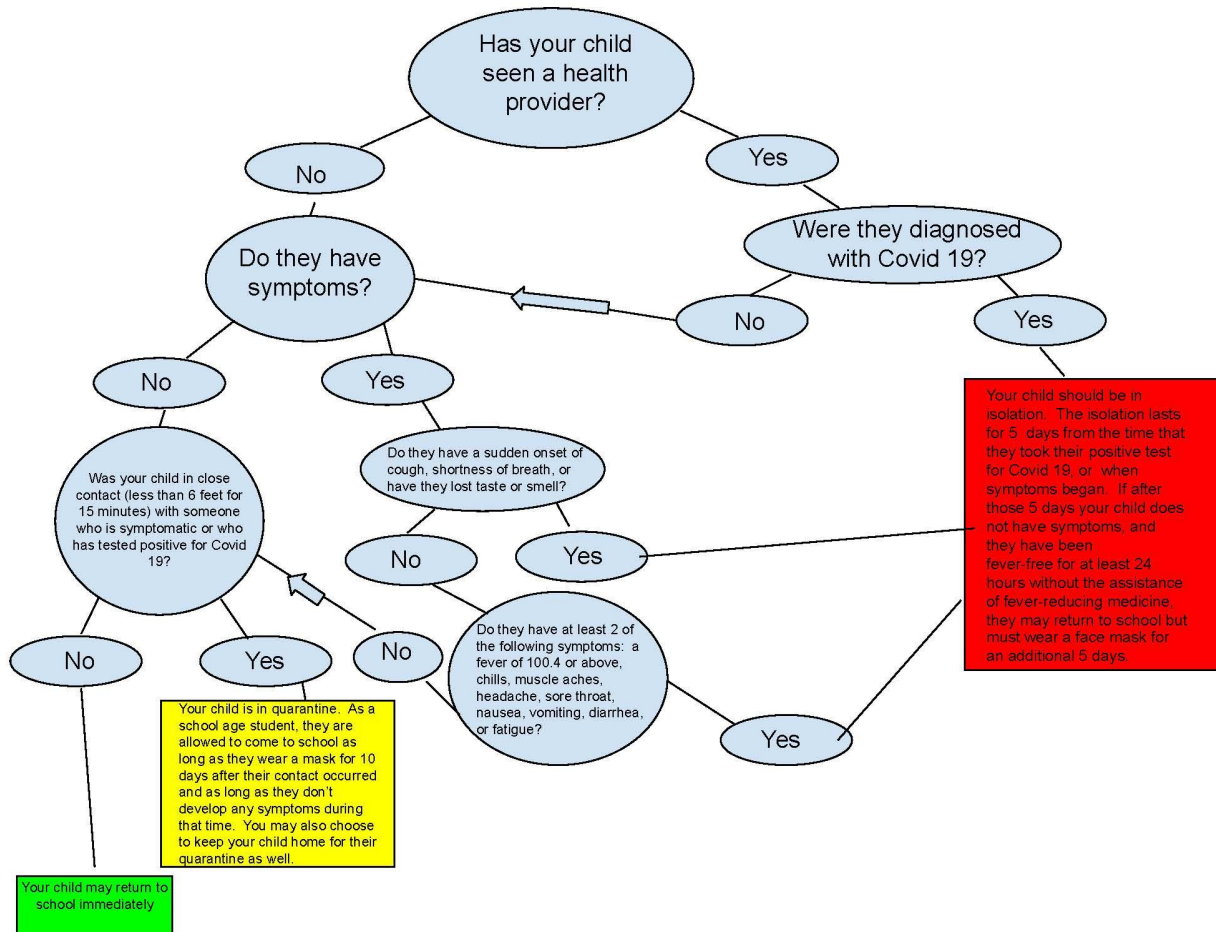
## HIGH RISK

- A statewide directed health measure given by the Governor of Nebraska to close all public school buildings.
- Online/Remote learning will be the primary method of instructional delivery.
- Students needing additional support will be allowed in the building on a restricted basis following the directed health measure. Meeting times for classes will vary from teacher to teacher attempting to follow an established schedule.

# Mullen Public Schools Pandemic Plan & Procedures

Reviewed July 10, 2023

## 2022-2023 COVID-19 FLOW CHART





Mullen Public Schools  
 Home of the Broncos  
 404 N Blaine Ave  
 Mullen Nebraska 69152  
 308-546-2223



June 20, 2023

FUEL BID FORM

(Name of Vendor) Sandhill (0-1) (Address) 39397 Hwy 2  
 (City) Theftord (State) NE (Zip) 69166 (Phone) 308-645-2233

Vendor submits a bid of 1.35 per gallon for 35,000 gallons of propane, paid on delivery, or  
1.30 per gallon pre-paid (September 2023), to be delivered to the Mullen School District  
 as needed during the 2023-2024 fiscal year (September 1, 2023 through August 31, 2024)

Richard James 7/10/23  
 Signature of Owner, Manager, or Authorized Representative Date

\*\*\*\*\*

PUBLIC NOTICE

Notice is hereby given that Mullen Public School District, Mullen, Nebraska will accept sealed bids on 35,000 gallons of propane to be delivered between September 1, 2023 and August 31, 2024. Bids must be submitted on the fuel bid form available at the Superintendent's office or by emailing the form to [chris.kuncl@mullenpublicschools.org](mailto:chris.kuncl@mullenpublicschools.org). Bids will be accepted until 12:00 p.m. MDT on July 10, 2023 in the Superintendent's Office or via email. Bids will be opened at 7:00 p.m. MDT at the July 10, 2023 regular meeting of the Mullen Board of Education.

All bids must be submitted in sealed envelopes, addressed to the Superintendent of Schools, and plainly marked PROPANE BID.

The Board reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the School District.



## Monthly Update for your Board Meeting Agenda

### July 2023

Networking & Events  
Latest 'Board Notes' – Monthly Newsletter  
Annual Board Calendar Summary  
Government Relations & Advocacy  
This Month In ...  
Monthly Agenda Video Updates & NASB's Video Resources  
Contact Us



### Networking & Events ... Register Now

<https://members.nasbonline.org/events>

(www.NASBonline.org – Events)

*All Dates & Locations Tentative & Subject to Change*

#### **ALICAP Summer Safety Workshops - July 10 in Gering. July 11 in Kearney. July 12 in Lincoln**

- This free workshop offers a great opportunity for school administrators and central office staff to get the latest information from: Megan Boldt, Director of ALICAP; Sheri Shonka, Coverage Expert at Public Risk Management; and Jay Martin, the new Safety Director at NDE. The registration desk opens at 9:30 AM and the workshop will adjourn by 2:30 PM. Lunch will be provided. Register by Wednesday, July 5.
- <https://members.nasbonline.org/events/alicap-summer-workshop>

#### **Area Membership Meetings – Vision: Engaged**

- Join us as we tour the state for training, recognition, networking, engagement and more. Vision and training session topics include: "Vision: Engaged - A Preview of the 2023 NASB Delegate Assembly, Program Review, and the Open Meetings Law." "This Year, Everything but the Kitchen Sink (a policy overview)." "Effectively Engaging Your Community." "Board Governance Essentials." "Christmas Came Early: A look at the presents & coal the Legislature left us this year." "ALICAP's School Safety Pooling." and "It's That Time of Year! Time for the annual superintendent evaluation."
- <https://members.nasbonline.org/events/area-membership-meetings>
  - August 22 - Valentine
  - August 23 - Gering
  - August 24 - York
  - August 29 – North Platte
  - September 6 - Norfolk
  - September 13 - Kearney
  - September 19 - La Vista
  - September 20 - Fremont
  - September 27 - Nebraska City

**Labor Relations Conference – October 4-5 - Lincoln**

**New Board Member Workshop – November 1 - Kearney**

**State Education Conference – November 15-17 - CHI Health Center, Omaha**



## **Latest ‘Board Notes’ – Monthly Newsletter**

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

([www.NASBonline.org](http://www.NASBonline.org) - News & Resources - Board Notes)

- *June events See Leadership, Networking, Live music and Long Drives!*
- *At The Board Table*
- *A Summer Road Trip with your NASB Board ...*
- *“... The More Places You’ll Go”*
- *We Care for Kids*
- *Vision: Engaged*
- *NPLF Student Scholarship Program – Donate Today!*
- *Your 2023 NASB Affiliates*
- *This Month In ... And Much More*



## **“Annual Board Calendar Summary”**

View the full detailed calendar at:

<https://members.nasbonline.org/board-leadership/resources>

([www.NASBonline.org](http://www.NASBonline.org) – Board Leadership – Resources)

### **July Board Agenda Items**

In addition to routine agenda items, time sensitive topics include:

- Policy Review
  - General policy review
  - Student Fees Policy on or before August 1 § 79-2,134;
  - Student Conduct on or before August 1 § 79-262;
- Student Accountability
  - Apply for Distance Education Incentives. On or before August 1 (through 2023) § 79-1337;
  - Students receiving instruction in another district; contracts authorized. On or before Aug 15 per § 79-598;
- Budget
  - Conduct a Public Hearing on the Proposed Budget Statement. § 13-506;
  - Budget Authority and Allowable Reserve Percentage Certification § 79-1023;
- Board-Superintendent Relations
  - Superintendent Transparency Act. On or before August 1, file with NDE a copy of the approved contract or amendments for superintendent/ESU administrator services. § 79-2403;
- Advocacy – Deadline for Legislative Proposals: July 1, 2023

- Board Leadership Development – Review NASB Board Awards of Achievement Points on or before July 31  
\*\*Review the full July Agenda on page 28 of the 2023 NASB Board Meeting Guide & Annual Board Calendar.

### **Board Retreat**

To support our members who did not have the opportunity to participate in the New Board Member Workshops consider a Board Retreat to engage with your newly elected board members as they continue to transition into their new role. Please contact Marcia Herring, NASB Director of Board Leadership at [mherring@NASBonline.org](mailto:mherring@NASBonline.org) or 402-817-0296 to schedule a board retreat or private sessions through Microsoft Teams to review the board role and responsibilities.

### **Upcoming NASB Board Leadership Events**

*Board President Circle Teams Meeting* – Please mark your calendar for Tuesday, August 8 for the Board President Circle Teams Meeting. We have three options available and look forward to connecting with you!

*Option I – 12:00 PM CT      Option II – 12:00 PM MT      Option III – 7:00 PM CT*

*NASB New Board Member Workshop - Wednesday, November 1, 2023* – Join the NASB Board Leadership Team in Kearney for the opportunity to engage newly elected board members who did not have the opportunity to attend the NASB New Member Workshop in December 2022. We are also including an invitation to all newly appointed board members. The agenda will include discussion and review of best practice board governance, meeting protocols, committee work, policy, Open Meetings Law, scenarios, goal planning, superintendent evaluation, and more. Stay tuned for more information regarding the registration details.



## **Government Relations & Advocacy**

<https://members.nasbonline.org/government-relations>

(www.NASBonline.org – Government Relations)

This year's Session is done, the work is not! 850+ bills & measures were introduced. NASB followed roughly 110, Supported 31, and Opposed 31. 32 bills we followed were approved by the Governor directly or amended into another bill. Many bills passed this year will require a policy change by the board. Policies on option enrollment, dress code, and graduation requirements for example will require board review and/or action. School funding has gone through a change as well. Foundation Aid will now be part of the formula in addition to an increase to 80% SpEd reimbursement. On the flip side, there are new caps on property tax requests.

A number of Interim Hearings for later this year have been introduced on topics like Truancy, School Choice, Parental Involvement, SEL, Mandates, Security, Equalization, Consolidation of ESUs, Early Childhood, and more.

Call Colby & Matt with questions any time!



## **This Month In ...**

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

(www.NASBonline.org - News & Resources - Board Notes)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the Board Notes newsletter for "This Month In ..."



## **Monthly Agenda Video Updates & NASB's Video Resources**

<https://members.nasbonline.org/news-resources/video-library>

([www.NASBonline.org](http://www.NASBonline.org) - News & Resources – Video Library)

Monthly Board Agenda videos, Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, and MUCH more!



## **Contact Us**

<https://members.nasbonline.org/about-us>

([www.NASBonline.org](http://www.NASBonline.org) – About Us)

Follow NASB on twitter at [www.twitter.com/NASBonline](http://www.twitter.com/NASBonline) using the hashtag #liveNASB and on Facebook at [www.facebook.com/NASBonline](http://www.facebook.com/NASBonline)



# Administrative Report – July 2023

## Agenda Items:

**4) Ricky Robertson Professional Development-** One of our CIP goals is to increase mental health within school staff and this is how it was written for the NDE grant goal. Ricky is going to come out for a day and observe our teachers and students in the school setting and then he is going to sit through a leadership council meeting in hopes to give feedback on how the process can be improved. Just like any grant funding, we must pay for it first and then we will be reimbursed the full expense through the grant. **I recommend approval.**

**5) NRCSA renewal.** Membership is still \$850. **I recommend approval for the renewal.**

## **7) Hearing for Parent Involvement Policy 5018**

This is just an annual review that has to be done on a yearly basis. During this hearing, the public can voice their objections or concerns. ***I recommend affirming Policy 5018 as written***

**8) Hearing for Student Fees Policy 5045–** This is an annual hearing. The only thing that has changed is the “clearly” written requirement for students to pay the \$30 usage fee in order to take any electronic device off of the MPS campuses. During this hearing, the public has the opportunity to voice their objections to any of the student fee policy. During the hearing we can amend the policy and adopt as amended. **I recommend approving the revised student fees policy.**

**9) Hearing for 5057 District Title I Parent and Family Engagement Policy.** With new legislation, this is now an annual hearing for policy 5057. ***I recommend declaring this policy reaffirmed.***

**11) Review policy 5001 Compulsory Attendance and Excessive Absenteeism, and 5054 Student Bullying.** These are annual reviews that are required by law. **I recommend to review and reaffirm both policy 5001 and policy 5054.**

**12) Discuss, consider and take all necessary action to approve the 2022-2023 K-12 Student Handbook, 2022-2023 Activity Handbook, and the 2022-2023 Staff Handbook.** Changes are highlighted in yellow. Not much for changes. **I recommend approval.**

**13) MPS Pandemic Plan-** This is a formality of the ESSER III funding. We have to review the plan and reaffirm it for the 2023-2024 school year so we can make claims to be reimbursed with the ESSER III dollars. **I recommend review and reaffirm the MPS Pandemic Plan for 2023-2024**

## **14) Propane Bid**

I sent letters to both Neal Oil and Sandhill Oil and we received bids from both companies. I would recommend contracting with the lowest bid and we can discuss pre-pay or non-pre-pay. ***I recommend approval of the lowest/best propane bid for the 2023-2024 school year.***

## **Non-Agenda Items**

Hilltop Gym floor has been refinished just needs to cure.

Football Concession Stand inside should be ready to go by the first game.

Mark, Tyler, Kelly, Emmy, Harper, and Mercedes are working hard to make sure all buildings will be ready to go.

Preliminary Budget figures are done just need to work on estimated/actual and estimated figures, Tax asking should decrease about \$66K.

## **School Schedule**

Administrative days are July 26-July 27.

Teacher first day back is August 14

## Administrative Report – July 2023

Kids first day back is August 16

### **Board schedule**

August 14- Regular meeting at 7:00

August 20- Valuations are released for all NE counties.

August 22- NASB Area Meeting in Valentine

August 28- Budget workshop/Hearing to set the tax request

August 29- NASB Area Meeting in North Platte

September 11- Regular meeting, Budget Hearing, and approval of the budget.