

Arapahoe Public School Board Meeting Agenda
Arapahoe Public School Board Room
Monday, July 8, 2024 at 7:00 PM
610 Walnut St., Arapahoe, NE 68922

Mission Statement

Arapahoe Public Schools is equipped to motivate students in a safe and positive environment while preparing them to be successful and responsible citizens within a global society.

Belief Statement

The Arapahoe Public Schools believes that education must serve the individual pupil in light of his/her capacities and abilities as well as provide a suitable and well-balanced learning environment in the areas of physical, mental, emotional, cultural, social, moral and spiritual maturity.

About the Agenda

- 1) Opening the Meeting
 - a) Call to Order
 - b) Pledge of Allegiance (Schutz)
 - c) Nebraska Open Meetings Act
 - d) Publication of Meeting/Sign Acknowledgement of Receipt of Meeting Notice
 - e) Roll Call
 - f) Excuse Board Member Absences
- 2) Welcome Visitors
- 3) Public Comment on Agenda Items
- 4) Reports
 - a) Board Committee(s)
 - b) Board Member(s)
 - c) Elementary Principal
 - d) Secondary Principal
 - e) Superintendent
- 5) Discussion Item(s)

- a) Girls Wrestling
- 6) Action Item(s)
 - a) Consent Agenda, including Minutes and Financial Reports
 - b) Claims
 - c) Hold Public Hearing to discuss, consider and receive input on the proposed Student Fee Policy 5045 for the 2024-2025 school year.
 - i) Discuss, consider and take action on approval of the 2024-2025 Student Fee Policy 5045 as presented or amended.
 - d) Hold Public Hearing to discuss, consider and receive input on the proposed Parental Involvement Policy 5018 for the 2024-2025 school year.
 - i) Discuss, consider and take action on approval of the 2024-2025 Parental Involvement Policy 5018 as presented or amended.
 - e) Discuss, consider, and take action on approval of Board Policy updates as presented.
 - f) Discuss, consider, and take action on Substitute Teacher Rates for 2024-2025
 - g) Discuss, consider, and take action on establishing Food Service prices for the 2024-25 school year.
 - h) Discuss, consider, and take action on approval of the Staff Handbook and the Student-Parent Handbook (including PK and Activity program information) for the 2024-2025 school year.
- 7) Personnel
- 8) Public Comment - Open
- 9) Future Meetings
 - a) Board Financial Planning Workshop - July 10, 2024. 5:00pm
 - b) Finance Committee Meeting - August 12, 2024 6:30pm
 - c) Regular Board Meeting - August 12, 2024 7:00pm
- 10) Adjourn

*** Closed Session:** If during the course of the meeting, discussion of any agenda item should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

1. Protection of the public interest; or
2. The prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.
3. Negotiations

Copy of Open Meetings Act: The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the North wall of the meeting room.

**** Sequence of Agenda:** The sequence of the agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

Adopted on: 8/8/2022
Revised on: _____
Reviewed on: _____

Arapahoe-Holbrook Public Schools
Superintendent Report to Board of Education
July 8, 2024

Finances

1. Budget for 24-25 - Our budget for the 24-25 school year is close to being done, with only a few final expense variables to figure, and the valuations being provided by the Furnas County Assessor. Even with a very modest increase in our district valuation and the board's approval of the increase of the base % for tax asking, we are likely to have a levy that is very similar to the 23-24 school year. One notable change though, will be our participation in the county Joint Tax Request Hearing that must occur between Sept 14 and Sept 23 with a 6pm start time. I expect it to be held in Beaver City this year, as Cambridge and Southern Valley will also need to participate.

Other

1. Policy Updates - We will spend some more time reviewing and approving the updated and new policies provided by KSB. You should have time to review these prior to the meeting, and there are a couple of policies that require annual hearings prior to being approved for the next school year.
2. Start of Year Activities/Schedule - We have the final details set for our start of year activities/training/in-service schedule. Staff will be getting a letter later this week, and we'll have their links for the online training out by July 15 as is listed in the negotiated agreement. I'll email a copy of that info to the board when we send out the mailing.
3. Staffing - We are still looking for paraprofessional help for the 24-25 school year. Let me or any of the other administrators know if you have leads on potential candidates.
4. Girls Wrestling - A group of interested individuals is expected at the July 8 meeting to confirm that we have enough students committed to being involved in Girls Wrestling. With only a few months until the season would start, I recommend considering the cooperative path with an area school. Neighboring districts have been contacted, and there may be a couple realistic options for this.
5. Principal Reports - I've told Mr. Perez and Mr. Ellis that they need not file a report for this board meeting, as there is very little for them to provide details for right now, beyond the handbook changes, which I will walk the board through prior to approval.

**MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS
FINANCE COMMITTEE**

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools Finance Committee was convened on June 10th, 2024, at 6:30 pm in the Board Room, 610 Walnut Street, Arapahoe, Nebraska.

Board Member(s) Present: Chad Carpenter, Dan Warner, and Leigh Zodrow.

Board Member(s) Absent: None.

Staff Present: Bob Drews, Superintendent, and Cassie Hilker, Board Secretary.

Staff Absent: None.

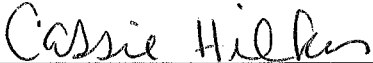
The committee reviewed the documents/reports provided.

The committee discussed the following items/topics:

- Claims.
- Grease Drain in Kitchen.
- Steam Oven.
- Summer Food Program Update.
- General Fund Tracking/Prediction Update.
- Staffing.
- Preschool room mold issue / Outside drainage / QCPUF.
- Visitor bleachers, handicap accessible, QCPUF?

The meeting ended at approximately 7:00 pm.

ATTEST:



Cassie Hilker, Secretary

MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools was convened in open and public session on Monday, June 10, 2024, at 7:00 PM in the Distance Learning Room, 610 Walnut Street, Arapahoe, NE 68922. The roll was called and the following Board members were present or absent: Chad Carpenter: Present, Erick Lee: Present, Nancy Schutz: Present, Dan Warner: Present, Rodney Whipple: Absent, Leigh Zodrow: Present. Also present was Mr. Bob Drews, Superintendent, Mr. Benjamin Ellis, Elementary Principal, and Cassie Hilker, Board Secretary. Visitors were present. Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

Opening the Meeting:

Call to Order: President Warner called the meeting to order at 7:05 pm.

Pledge of Allegiance (Lee): Mr. Erick Lee led the Pledge of Allegiance.

Nebraska Open Meetings Act: At the beginning of the meeting, President Warner announced and informed the public that a current copy of the Open Meetings Act was posted on the wall of the meeting room and directed the public to its location.

Publication of Meeting/Sign Acknowledgement of Receipt of Meeting Notice:

Roll Call:

Excuse Board Member Absences:

Motion was made by Erick Lee and seconded by Chad Carpenter to excuse the absence of Board Member Rodney Whipple.

The motion Carried.

Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Absent, Zodrow: Yea

Yea: 5, Nay: 0, Absent: 1

Welcome Visitors:

Public Comment on Agenda Items:

Reports:

Board Committee(s): Finance-Reviewed claims and fund balances. Curriculum-Reviewed PreSchool Policy. Community Relations-Drews met with past board members, chamber of commerce, and city council to discuss the financial situation of the District. All of the meetings have gone well. Building & Grounds-Looked at the mold issue in the PreSchool room. Looking for ways to prevent the issue from re-occurring and need to address the outside drainage issue to do so. Drews is researching if QCPUF can be used for the outside drain issues. It can be used for the inside issues because there is mold identified. The max that can be put into QCPUF is \$0.03.

Board Member(s): None.

Elementary Principal: Mr. Ellis presented the Elementary Principal Report.

Secondary Principal: Mr. Drews presented Mr. Perez's Secondary Principal Report.

Superintendent: Mr. Drews presented the Superintendent Report.

Discussion Item(s):

2024-25 Food/Nutrition Pricing: Drews shared how our meal prices compare to the other RPAC schools. Prices will be brought to the Board next month.

2024-25 Substitute Pay Rates: Drews stated that we are in the top 20% compared to the other RPAC schools for substitute pay rates. Rates will be brought to the Board next month.

Action item(s):

Consent Agenda, including Minutes and Financial Reports:

Motion was made by Erick Lee and seconded by Chad Carpenter to approve the consent agenda as presented.

The motion Carried.

Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Absent, Zodrow: Yea

Yea: 5, Nay: 0, Absent: 1

Claims:

Motion was made by Leigh Zodrow and seconded by Nancy Schutz to approve expenditures and payments totaling \$439,406.16 as submitted by Administration to the Board.

The motion Carried.

Carpenter: Yea, Lee: Yea, Schutz: Abstain (With Conflict), Warner: Yea, Whipple: Absent, Zodrow: Yea

Yea: 4, Nay: 0, Absent: 1, Abstain (With Conflict): 1

2024-25 ESU 5 Contract:

Motion was made by Leigh Zodrow and seconded by Chad Carpenter to approve the contract with ESU 5 to provide online, synchronous courses for Spanish I and Spanish II for the 2024-2025 school year as presented.

The motion Carried.

Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Absent, Zodrow: Yea

Yea: 5, Nay: 0, Absent: 1

Board Policy Updates:

Motion was made by Leigh Zodrow and seconded by Erick Lee to approve Board Policy updates as presented and amended.

The motion Carried.

Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Absent, Zodrow: Yea

Yea: 5, Nay: 0, Absent: 1

Personnel: Drews stated that Jacob Moore was hired to help with the mowing. He also asked that people spread the word that we are still looking for Paraprofessionals.

Public Comment - Open:

Future Meetings: Finance Committee Meeting - July 8, 2024 at 6:30pm; Regular Board Meeting - July 8, 2024 at 7:00pm; Board Financial Planning Workshop - July 10, 2024 at 5:00pm.

Adjourn:

Motion was made by Leigh Zodrow and seconded by Erick Lee to adjourn the meeting at 8:41 pm.

The motion Carried.

Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Absent, Zodrow: Yea


Yea: 5, Nay: 0, Absent: 1

The meeting was duly adjourned.

DATED this Monday, June 10, 2024

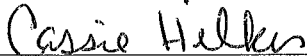
ARAPHAOE-HOLBROOK PUBLIC SCHOOLS

BY:



Dan Warner, President

ATTEST:



Cassie Hilker, Secretary

Bond Fund

Beginning Balance June 1, 2024		\$ 694,361.25
Receipts:		\$ 25,106.37
Disbursements:		-
Closing Balance June 30, 2024		\$ 719,467.62

ACCOUNTS:

Cash Account-First Central		\$ 8,612.62
First Central CD		\$ 710,855.00
First State CD		\$ -
		\$ 719,467.62

Depreciation

Beginning Balance June 1, 2024		\$ 8,879.77
Receipts:		\$ 27.35
Disbursements:		\$ -
Closing Balance June 30, 2024		\$ 8,907.12

ACCOUNTS:

Cash Account		\$ 2.12
First Central CD		\$ 8,905.00
First State CD		\$ -
		\$ 8,907.12

Cooperative

Beginning Balance June 1, 2024		\$ (859.97)
Receipts:		\$ 5,013.30
Disbursements:		\$ 4,153.33
Closing Balance June 30, 2024		\$ -

ACCOUNTS:

Cash Account		\$ -
First Central CD		\$ -
First State CD		\$ -
		\$ -

Employee Benefit

Beginning Balance June 1, 2024	\$	449.21
Receipts:	\$	363.72
Disbursements:	\$	-
Closing Balance June 30, 2024	\$	<u>812.93</u>

ACCOUNTS:

Cash Account	\$	2.93
First Central CD	\$	810.00
First State CD	\$	-
	\$	<u>812.93</u>

Student Fees

Beginning Balance June 1, 2024	\$	21,476.26
Receipts:	\$	-
Disbursements:	\$	-
Closing Balance June 30, 2024	\$	<u>21,476.26</u>

ACCOUNTS:

Cash Account	\$	21,476.26
First Central CD	\$	-
First State CD	\$	-
	\$	<u>21,476.26</u>

School Lunch

Beginning Balance June 1, 2024	\$	3,178.03
Receipts:	\$	10,734.45
Disbursements:	\$	11,477.18
Closing Balance June 30, 2024	\$	<u>2,435.30</u>

ACCOUNTS:

Cash Account	\$	2,435.30
First Central CD	\$	-
First State CD	\$	-
	\$	<u>2,435.30</u>

Activities

Beginning Balance June 1, 2024	\$ 131,494.67
Receipts:	\$ 23,250.64
Disbursements:	\$ 25,329.02
Closing Balance June 30, 2024	<u>\$ 129,416.29</u>

ACCOUNTS:

Cash Account	\$ 129,416.29
First Central CD	\$ -
First State CD	\$ -
	<u>\$ 129,416.29</u>

Respectfully submitted:



Jennifer L. Schroeder
District 18 Treasurer

Arapahoe Public School District

Account Balance Report

September 2023 - August 2024

	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	YTD Average	Change in Balance	Aug-23
Fund Cash Accounts														
01-General	246,650	136,876	111,214	194,630	709,072	268,419	233,335	670,636	330,014	217,932	50,004	288,071	(277,710)	495,642
01-General Clearing	9,687	9,483	10,192	10,309	10,403	10,495	10,608	10,721	10,671	10,782	10,782	10,376	782	10,000
01-General Section 125	6,996	8,045	6,159	7,624	7,330	5,745	4,003	3,922	3,728	5,193	5,193	5,813	78	5,115
02-Depreciation	4	2,505	1	2	3	3	4	2	5	2	4	231	(17)	19
03-Employee Benefit	4	179	4	62	3	270	1	3	4	3	6	49	(1)	4
05-Activities	147,109	142,376	157,423	162,746	167,144	158,509	150,310	156,880	131,495	129,416	127,870	148,298	(22,130)	151,546
06-Nutrition	24,815	37,491	27,109	22,465	17,650	531	20,911	6,487	3,178	2,435	(3,275)	14,527	(29,712)	32,147
07-Bond	30,732	4,561	449	38,218	182,224	21,427	14,934	126,681	34,656	8,613	2	42,045	(8,043)	16,655
08-Building (FCB)	7,568	1,068	104	1,138	1,117	3	801	22	9	0	2	1,076	(19,611)	19,612
08-Building (FSB)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
09-QCUPF	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10-Cooperative	-	-	-	299	(0)	14	(850)	(840)	(860)	-	(4,023)	(569)	-	-
12-Student Fee	22,369	22,264	22,212	22,150	21,946	21,301	21,304	21,202	21,476	21,476	21,476	21,743	(2,868)	24,344
Total - Cash	\$ 495,934	\$ 364,847	\$ 334,867	\$ 459,643	\$ 1,116,892	\$ 486,716	\$ 455,361	\$ 995,718	\$ 534,377	\$ 395,852	\$ 208,041	\$ 531,659	\$(359,231)	\$ 755,084
CD Accounts														
01-General (First Central)	573,760	375,660	35,660	-	-	356,075	326,075	154,075	954,075	886,575	756,050	401,637	886,575	-
01-General (First State)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
02-Depreciation	61,015	6,190	8,715	8,740	8,765	8,795	8,820	8,850	8,875	8,905	2,365	12,730	(51,895)	60,800
03-Employee Benefit	2,750	2,760	2,785	295	255	255	525	445	445	810	810	1,103	(2,310)	3,120
07-Bond	877,950	915,380	115,365	116,165	154,715	346,480	404,650	420,870	659,705	710,855	721,740	494,898	(21,505)	732,360
08-Building	235,450	243,405	245,465	62,245	63,560	49,035	49,430	50,385	50,570	50,750	50,910	104,655	(135,165)	185,915
09-QCUPF	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - CD	\$ 1,750,925	\$ 1,543,395	\$ 407,990	\$ 187,445	\$ 227,295	\$ 760,640	\$ 789,500	\$ 634,625	\$ 1,673,670	\$ 1,657,895	\$ 1,531,875	\$ 1,015,023	\$ 675,700	\$ 982,195
Total - All	\$ 2,246,859	\$ 1,908,242	\$ 742,857	\$ 647,088	\$ 1,344,187	\$ 1,247,356	\$ 1,244,861	\$ 1,630,343	\$ 2,208,047	\$ 2,053,747	\$ 1,739,916	\$ 1,546,682	\$ 316,469	\$ 1,737,279

Arapahoe Public School District
Account Balance Report by Fund
September 2023 - August 2024

	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	YTD Average	Change in Balance	Aug-23
01-General														
01-General Cash	246,650	136,876	111,214	194,630	709,072	268,419	233,335	670,636	330,014	217,932	50,004	288,071	(277,710)	495,642
01-General Clearing	9,687	9,483	10,192	10,309	10,403	10,495	10,608	10,721	10,671	10,782	10,782	10,376	782	10,000
01-General Section 125	6,996	8,045	6,159	7,624	7,330	5,745	4,003	3,922	3,728	5,193	5,193	5,813	78	5,115
01-General CD (First Central)	573,760	375,660	35,660	-	-	356,075	326,075	154,075	954,075	886,575	756,050	401,637	886,575	-
01-General CD (First State)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - General	\$ 837,093	\$ 530,063	\$ 163,225	\$ 212,563	\$ 726,806	\$ 640,733	\$ 574,020	\$ 839,355	\$ 1,298,488	\$ 1,120,482	\$ 822,028	\$ 705,896	\$ 609,725	\$ 510,757
02-Depreciation														
02-Depreciation Cash	4	2,505	1	2	3	3	4	2	5	2	4	231	(17)	19
02-Depreciation CD	61,015	6,190	8,715	8,740	8,765	8,795	8,820	8,850	8,875	8,905	2,365	12,730	(51,895)	60,800
Total - Depreciation	\$ 61,019	\$ 8,695	\$ 8,716	\$ 8,742	\$ 8,768	\$ 8,798	\$ 8,824	\$ 8,852	\$ 8,880	\$ 8,907	\$ 2,369	\$ 12,961	\$ (51,912)	\$ 60,819
03-Employee Benefit														
03-Employee Benefit Cash	4	179	4	62	3	270	1	3	4	3	6	49	(1)	4
03-Employee Benefit CD	2,750	2,760	2,785	295	255	255	525	445	445	810	810	1,103	(2,310)	3,120
Total - Employee Benefit	\$ 2,754	\$ 2,939	\$ 2,789	\$ 357	\$ 258	\$ 525	\$ 526	\$ 448	\$ 449	\$ 813	\$ 816	\$ 1,152	\$ (2,311)	\$ 3,124
05-Activities														
05-Activities Cash	147,109	142,376	157,423	162,746	167,144	158,509	150,310	156,880	131,495	129,416	127,870	148,298	(22,130)	151,546
Total - Activities	\$ 147,109	\$ 142,376	\$ 157,423	\$ 162,746	\$ 167,144	\$ 158,509	\$ 150,310	\$ 156,880	\$ 131,495	\$ 129,416	\$ 127,870	\$ 148,298	\$ (22,130)	\$ 151,546
06-Nutrition														
06-Nutrition Cash	24,815	37,491	27,109	22,465	17,650	531	20,911	6,487	3,178	2,435	(3,275)	14,527	(29,712)	32,147
Total - Nutrition	\$ 24,815	\$ 37,491	\$ 27,109	\$ 22,465	\$ 17,650	\$ 531	\$ 20,911	\$ 6,487	\$ 3,178	\$ 2,435	\$ (3,275)	\$ 14,527	\$ (29,712)	\$ 32,147
07-Bond														
07-Bond Cash	30,732	4,561	449	38,218	182,224	21,427	14,934	126,681	34,656	8,613	2	42,045	(8,043)	16,655
07-Bond CD	877,950	915,380	115,365	116,165	154,715	346,480	404,650	420,870	659,705	710,855	721,740	494,898	(21,505)	732,360
Total - Bond	\$ 908,682	\$ 919,941	\$ 115,814	\$ 154,383	\$ 336,939	\$ 367,907	\$ 419,584	\$ 547,551	\$ 694,361	\$ 719,468	\$ 721,742	\$ 536,943	\$ (29,548)	\$ 749,015
08-Building														
08-Building Cash (FCB)	7,568	1,068	104	1,138	1,117	3	801	22	9	0	2	1,076	(19,611)	19,612
08-Building Cash (FSB)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
08-Building CD	235,450	243,405	245,465	62,245	63,560	49,035	49,430	50,385	50,570	50,750	50,910	104,655	(135,165)	185,915
Total - Building	\$ 243,018	\$ 244,473	\$ 245,569	\$ 63,383	\$ 64,677	\$ 49,038	\$ 50,231	\$ 50,407	\$ 50,579	\$ 50,750	\$ 50,912	\$ 105,731	\$ (154,776)	\$ 205,527
09-QCPUF														
09-QCPUF Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-
09-QCPUF CD	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - QCPUF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10-Cooperative														
10-Cooperative Cash	-	-	-	299	(0)	14	(850)	(840)	(860)	-	(4,023)	(569)	-	-
Total - QCPUF	\$ -	\$ -	\$ -	\$ 299	\$ (0)	\$ 14	\$ (850)	\$ (840)	\$ (860)	\$ -	\$ (4,023)	\$ (569)	\$ -	\$ -
12-Student Fee														
12-Student Fee Cash	22,369	22,264	22,212	22,150	21,946	21,301	21,304	21,202	21,476	21,476	21,476	21,743	(2,868)	24,344
Total - Student Fee	\$ 22,369	\$ 22,264	\$ 22,212	\$ 22,150	\$ 21,946	\$ 21,301	\$ 21,304	\$ 21,202	\$ 21,476	\$ 21,476	\$ 21,476	\$ 21,743	\$ (2,868)	\$ 24,344
Total - All	\$ 2,246,859	\$ 1,908,242	\$ 742,857	\$ 647,088	\$ 1,344,187	\$ 1,247,356	\$ 1,244,861	\$ 1,630,343	\$ 2,208,047	\$ 2,053,747	\$ 1,739,916	\$ 1,546,682	\$ 316,469	\$ 1,737,279

**Arapahoe Public School District
Receipt / Expenditure Report
September 2023 - August 2024**

	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	YTD Average	YTD Actual	YTD Budget	% Remaining	Over Budget / (Under Budget)
Receipts																
01-General	760,938	126,545	82,908	528,183	947,086	326,664	391,564	659,912	1,007,061	247,417	103,852	471,102	5,182,119	5,270,732	1.68%	(88,614)
02-Depreciation	200	6,176	21	27	25	31	26	28	27	27	28	601	6,616	358,500	98.15%	(351,884)
03-Employee Benefit	10	185	9	9	220	266	1	2	1	364	3	97	1,069	5,025	78.72%	(3,956)
05-Activities	20,313	18,575	37,079	33,603	36,145	9,680	9,443	24,204	17,546	23,251	2,992	21,166	232,831	230,000	-1.23%	2,831
06-Nutrition	24,224	48,680	27,409	20,812	17,361	20,405	51,737	18,866	34,968	10,734	106	25,027	275,301	384,241	28.35%	(108,940)
07-Bond	159,667	11,260	4,288	38,569	182,656	30,968	51,676	127,968	208,416	25,106	2,274	76,612	842,728	883,250	4.59%	(40,522)
08-Building (FCB)	39,323	2,756	1,095	1,893	1,294	653	1,194	175	172	171	162	4,444	48,889	5,000	-87.77%	43,889
08-Building (FSB)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
09-QCUPF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10-Cooperative	4,371	4,203	4,505	4,485	3,884	4,218	3,370	4,204	4,214	5,013	-	3,861	42,467	60,000	29.22%	(17,533)
12-Student Fee	30	-	-	129	-	-	25	63	324	-	-	52	571	5,000	88.59%	(4,430)
Total Receipts	\$ 1,009,077	\$ 218,378	\$ 157,294	\$ 627,709	\$ 1,188,571	\$ 392,884	\$ 509,026	\$ 835,421	\$ 1,272,730	\$ 312,084	\$ 109,416	\$ 652,317	\$ 6,632,590	\$ 7,201,748	7.90%	\$ (569,158)
Expenditures																
01-General	434,802	433,575	449,746	478,845	432,843	412,737	458,266	394,577	547,928	425,424	402,305	442,804	4,870,847	6,190,632	21.32%	(1,319,785)
02-Depreciation	-	58,500	-	-	-	-	-	-	-	-	6,566	5,915	65,066	419,318	84.48%	(354,252)
03-Employee Benefit	380	-	159	2,441	318	-	-	80	-	-	-	307	3,378	8,149	58.56%	(4,772)
05-Activities	24,750	23,308	22,032	28,280	31,747	18,314	17,642	17,634	42,931	25,329	4,538	23,319	256,507	385,009	33.38%	(128,502)
06-Nutrition	31,556	36,004	37,790	25,456	22,175	37,524	31,357	33,290	38,277	11,477	5,816	28,248	310,724	411,500	24.49%	(100,776)
07-Bond	-	-	808,395	-	-	-	-	-	61,606	-	-	79,091	870,001	1,739,466	49.98%	(869,465)
08-Building (FCB)	1,832	1,300	-	184,079	-	16,292	-	-	-	-	-	18,500	203,503	206,409	1.41%	(2,906)
08-Building (FSB)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
09-QCUPF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10-Cooperative	4,371	4,203	4,505	4,186	4,184	4,204	4,234	4,194	4,234	4,153	4,023	4,226	46,490	60,000	22.52%	(13,510)
12-Student Fee	2,005	105	52	192	204	645	22	164	50	-	-	313	3,438	29,239	88.24%	(25,801)
Total Expenditures	\$ 499,496	\$ 556,995	\$ 1,322,679	\$ 723,478	\$ 491,471	\$ 489,716	\$ 511,521	\$ 449,939	\$ 695,027	\$ 466,384	\$ 423,246	\$ 620,670	\$ 6,629,953	\$ 9,449,722	29.84%	\$ (2,819,769)

Additional Information:														
General Fund Only	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Total Sep-Dec	Total Jan-Aug	Total Sep-Aug
Frontier County Taxes Coll'd	5,674	789	3	-	22,644	6,386	7	23,182	10,054	847	-	\$ 69,586	\$ 63,119	\$ 69,586
Furnas County Taxes Coll'd	475,234	24,456	4,405	58,758	458,719	37,029	81,410	263,757	581,878	51,070	-	\$ 2,036,717	\$ 1,473,863	\$ 2,036,717
Gosper County Taxes Coll'd	179,771	9,915	267	99,254	271,384	21,381	16,380	72,650	254,467	37,933	41	\$ 963,443	\$ 674,235	\$ 963,443
Interest on RE/PP Frontier Co. Taxes Coll'd	-	-	-	-	-	-	-	11	-	2	-	\$ 13	\$ 13	\$ 13
Interest on RE/PP Furnas Co. Taxes Coll'd	215	536	195	175	1,824	610	1,541	14	458	372	-	\$ 5,943	\$ 4,821	\$ 5,943
Interest on RE/PP Gosper Co. Taxes Coll'd	12	159	7	661	256	-	311	-	85	251	1	\$ 1,743	\$ 904	\$ 1,743
Carlisle Taxes (All Counties)	730	-	-	-	-	-	-	-	2,901	-	-	\$ 3,632	\$ 2,901	\$ 3,632
Motor Vehicle Taxes (All Counties)	22,026	12,915	10,885	13,179	14,042	66,900	12,789	14,705	14,550	12,128	486	\$ 59,005	\$ 135,600	\$ 194,605
Fines & Licenses (All Counties)	1,375	2,085	1,704	2,009	1,991	1,669	1,649	15	2,566	1,503	-	\$ 7,173	\$ 9,394	\$ 16,567
Homestead (All Counties)	-	-	-	-	-	673	9,895	5,284	5,284	5,284	-	\$ 15,853	\$ 26,421	\$ 26,421
Prop/Pers Prop Tax Credit (All Counties)	-	-	-	-	-	60,434	100,931	156,893	4,472	-	-	\$ 318,267	\$ 322,729	\$ 322,729
Pro Rate MV (All Counties)	-	1,124	24	-	1,772	39	-	3,283	67	-	-	\$ 1,148	\$ 5,161	\$ 6,309
State Aid	58,637	58,637	58,637	58,637	58,637	58,637	58,637	58,637	58,637	58,638	-	\$ 586,371	\$ 351,823	\$ 586,371
SPED SA Reimb FY 22-23 (Approx. 43%)	-	-	-	59,019	59,196	59,408	59,598	56,929	59,200	66,190	-	\$ 419,540	\$ 360,521	\$ 419,540
Apportionment (School Land)	-	-	-	-	49,717	-	-	-	-	-	-	\$ 49,717	\$ 49,717	\$ 49,717
Inter-Fund Loan	-	-	-	180,000	-	-	-	-	-	-	-	\$ 180,000	\$ -	\$ 180,000
All other receipts	17,264	15,928	6,780	56,489	6,905	13,498	48,406	4,551	12,440	13,200	103,324	\$ 96,461	\$ 202,322	\$ 298,784
Total Taxes Coll'd	680,680	35,160	4,676	158,012	752,747	64,796	97,796	359,589	846,399	89,850	41	\$ 858,528	\$ 2,211,218	\$ 3,069,746
Expenditures-Payroll/Benefits	354,508	349,949	356,827	349,961	346,037	352,407	346,859	343,928	345,997	322,461	300,437	\$ 3,769,369	\$ 2,358,126	\$ 3,769,369
Expenditures-All Other	80,094	83,626	92,919	128,884	86,806	60,329	111,407	50,649	201,931	102,963	101,869	\$ 385,523	\$ 715,955	\$ 1,101,478
Inter-Fund Loan Repayment XX/XX/XX	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
Running Balance	\$ 837,093	\$ 530,063	\$ 163,225	\$ 212,563	\$ 726,806	\$ 640,733	\$ 574,020	\$ 839,355	\$ 1,298,488	\$ 1,120,482	\$ 822,028			
\$ 510,757														
^ Cash on Hand as of 8/31/23														
Number of Months the District could operate with the monthly cash balances based on average expenditures of \$400k	2.09	1.33	0.41	0.53	1.82	1.60	1.44	2.10	3.25	2.80	2.06			
Nutrition Fund Only	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Total Sep-Dec	Total Jan-Aug	Total Sep-Aug
State of NE Reimb	13,556	15,871	15,522	16,166	12,598	16,218	32,808	15,506	17,410	10,574	-	\$ 166,230	\$ 105,114	\$ 166,230
Xfr from General Fund	-	20,000	-	-	-	-	15,000	-	15,000	-	-	\$ 50,000	\$ 30,000	\$ 50,000
All other receipts	10,668	12,809	11,887	4,645	4,763	4,187	3,929	3,361	2,558	160	106	\$ 40,009	\$ 19,063	\$ 59,072
Expenditures-Payroll/Benefits	12,405	11,522	11,817	12,513	9,733	10,755	10,777	9,984	12,459	8,669	4,841	\$ 115,475	\$ 67,218	\$ 115,475
Expenditures-All Other	19,152	24,482	25,973	12,943	12,442	26,769	20,579	23,306	25,818	2,808	975	\$ 82,550	\$ 112,699	\$ 195,249
Running Balance	\$ 24,815	\$ 37,491	\$ 27,109	\$ 22,465	\$ 17,650	\$ 531	\$ 20,911	\$ 6,487	\$ 3,178	\$ 2,435	\$ (3,275)			
\$ 32,147														
^ Cash on Hand as of 8/31/23														
Number of Months the District could operate with the monthly cash balances based on average expenditures of \$32.5K	0.76	1.15	0.83	0.69	0.54	0.02	0.64	0.20	0.10	0.07	(0.10)			

Building (FCB) Fund Only	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Total Sep-Dec	Total Jan-Aug	Total Sep-Aug
Frontier County Taxes Coll'd	333	46	-	-	-	-	-	9	-	-	-	\$ 388	\$ 9	\$ 388
Furnas County Taxes Coll'd	27,834	1,403	244	339	742	397	743	8	14	14	-	\$ 31,737	\$ 1,917	\$ 31,737
Gosper County Taxes Coll'd	10,537	581	16	748	284	-	199	-	-	-	-	\$ 12,364	\$ 483	\$ 12,364
Interest on RE/PP Frontier Co. Taxes Coll'd	-	-	-	-	-	-	-	1	-	-	-	\$ 1	\$ 1	\$ 1
Interest on RE/PP Furnas Co. Taxes Coll'd	8	25	9	10	52	32	88	1	3	2	-	\$ 229	\$ 177	\$ 229
Interest on RE/PP Gosper Co. Taxes Coll'd	1	9	0	39	15	-	18	-	-	-	-	\$ 82	\$ 33	\$ 82
Inter-Fund Loan	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
All other receipts	611	691	827	757	202	224	146	157	155	156	162	\$ 2,888	\$ 1,203	\$ 4,088
Total Taxes Coll'd	38,712	2,064	269	1,137	1,092	429	1,048	18	17	15	-	\$ 42,181	\$ 2,619	\$ 44,800
Expenditures-All Other	1,832	1,300	-	4,079	-	16,292	-	-	-	-	-	\$ 7,211	\$ 16,292	\$ 23,503
Inter-Fund Loan to General Fund	-	-	-	180,000	-	-	-	-	-	-	-	\$ 180,000	\$ -	\$ 180,000
Running Balance	\$ 243,018	\$ 244,473	\$ 245,569	\$ 63,383	\$ 64,677	\$ 49,038	\$ 50,231	\$ 50,407	\$ 50,579	\$ 50,750	\$ 50,912			
\$ 205,527														
^ Cash on Hand as of 8/31/23														
Bond Fund Only	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Total Sep-Dec	Total Jan-Aug	Total Sep-Aug
Frontier County Taxes Coll'd	1,349	188	-	-	5,454	1,539	-	5,585	2,423	204	-	\$ 16,741	\$ 15,205	\$ 16,741
Furnas County Taxes Coll'd	112,961	5,772	1,047	14,140	110,467	8,861	19,567	63,713	140,189	12,305	-	\$ 489,023	\$ 355,103	\$ 489,023
Gosper County Taxes Coll'd	42,734	2,357	64	23,875	65,376	5,152	3,935	17,606	61,316	9,140	10	\$ 231,464	\$ 162,435	\$ 231,464
Interest on RE/PP Frontier Co. Taxes Coll'd	-	-	-	-	-	-	-	3	-	0	-	\$ 3	\$ 3	\$ 3
Interest on RE/PP Furnas Co. Taxes Coll'd	48	124	46	42	438	142	363	3	104	90	-	\$ 1,400	\$ 1,141	\$ 1,400
Interest on RE/PP Gosper Co. Taxes Coll'd	3	38	2	157	61	-	74	-	21	61	0	\$ 415	\$ 216	\$ 415
Carline (All Counties)	164	-	-	-	-	-	-	-	699	-	-	\$ 863	\$ 699	\$ 863
Homestead (All Counties)	-	-	-	-	-	162	2,384	1,273	1,273	1,273	-	\$ 3,820	\$ 6,366	\$ 6,366
Prop/Pers Prop Tax Credit (All Counties)	-	-	-	-	-	14,562	24,320	37,805	1,078	-	-	\$ 14,562	\$ 77,764	\$ 77,764
Pro Rate MV (All Counties)	-	256	6	-	426	9	-	791	16	-	-	\$ 261	\$ 1,242	\$ 1,503
Transfer from General Fund	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
All other receipts	2,408	2,526	3,104	356	334	540	1,032	1,289	1,297	2,033	2,264	\$ 8,392	\$ 8,790	\$ 17,183
Total Taxes Coll'd	157,044	8,316	1,111	38,014	181,298	15,552	23,502	86,804	203,928	21,649	10	\$ 204,486	\$ 532,743	\$ 737,229
Expenditures-All Other	-	-	808,395	-	-	-	-	-	61,606	-	-	\$ 808,395	\$ 61,606	\$ 870,001
Running Balance	\$ 908,682	\$ 919,941	\$ 115,814	\$ 154,383	\$ 336,939	\$ 367,907	\$ 419,584	\$ 547,551	\$ 684,361	\$ 719,468	\$ 721,742			
\$ 749,015														
^ Cash on Hand as of 8/31/23														

Arapahoe Public School District #18

Cash Receipts Customer History Report - June 2024

Customer Name				
1 - Furnas County Treasurer				
Batch No.	Receipt No.	Date	Description	Amount
004434	00003	6/7/2024	Fines (Gen)	\$1,186.55
004436	00001	6/7/2024	Interest / Penalties (Bldg)	\$1.74
004435	00001	6/7/2024	Interest / Penalties (Bond)	\$52.40
004434	00002	6/7/2024	Interest / Penalties (Gen)	\$217.82
004434	00001	6/7/2024	MV (Gen)	\$11,358.60
004436	00002	6/7/2024	Taxes (Bldg)	\$13.74
004435	00002	6/7/2024	Taxes (Bond)	\$8,278.91
004434	00004	6/7/2024	Taxes (Gen)	\$34,361.41
004466	00002	6/20/2024	Homestead (Bond)	\$1,111.04
004465	00002	6/20/2024	Homestead (Gen)	\$4,610.93
004466	00003	6/20/2024	In Lieu of 5% Tax (Bond)	\$500.00
004465	00003	6/20/2024	In Lieu of 5% Tax (Gen)	\$2,075.06
004466	00001	6/20/2024	Interest / Penalties (Bond)	\$37.18
004465	00001	6/20/2024	Interest / Penalties (Gen)	\$154.26
004466	00004	6/20/2024	Taxes (Bond)	\$3,526.18
004465	00004	6/20/2024	Taxes (Gen)	\$14,633.98
Sub Total				\$82,119.80
Customer Name				
10 - State of NE-Lunch				
Batch No.	Receipt No.	Date	Description	Amount
004454	00003	6/17/2024	Breakfast FY 2024 (Nut)	\$1,586.30
004454	00004	6/17/2024	Lunch-Sect 4 6cent FY2024 (Nut)	\$214.72
004454	00002	6/17/2024	Lunch-Section 11 FY 2024 (Nut)	\$6,683.60
004454	00001	6/17/2024	Lunch-Section 4 FY 2024 (Nut)	\$1,073.60
004469	00002	6/27/2024	State Breakfast FY 2024 (Nut)	\$544.70
004469	00001	6/27/2024	State Lunch FY 2024 (Nut)	\$471.51
Sub Total				\$10,574.43
Customer Name				
11 - State of NE-SPED				
Batch No.	Receipt No.	Date	Description	Amount
004470	00001	6/27/2024	SPED SA FFR Reimb 22-23 (Gen)	\$66,190.00
Sub Total				\$66,190.00
Customer Name				
2 - Gosper County Treasurer				
Batch No.	Receipt No.	Date	Description	Amount
004438	00002	6/10/2024	Homestead (Bond)	\$162.22
004437	00003	6/10/2024	Homestead (Gen)	\$673.24
004438	00001	6/10/2024	Interest / Penalties (Bond)	\$48.20
004437	00002	6/10/2024	Interest / Penalties (Gen)	\$199.95
004437	00001	6/10/2024	MV (Gen)	\$769.21
004438	00003	6/10/2024	Taxes (Bond)	\$5,922.82
004437	00004	6/10/2024	Taxes (Gen)	\$24,580.35

004463	00002	6/20/2024	Fines (Gen)	\$303.85
004464	00001	6/20/2024	Interest / Penalties (Bond)	\$12.32
004463	00001	6/20/2024	Interest / Penalties (Gen)	\$51.09
004464	00002	6/20/2024	Taxes (Bond)	\$3,217.36
004463	00003	6/20/2024	Taxes (Gen)	\$13,352.29
Sub Total				\$49,292.90

Customer Name
3 - Frontier County Treasurer

Batch No.	Receipt No.	Date	Description	Amount
004444	00002	6/11/2024	Fines (Gen)	\$12.42
004445	00001	6/11/2024	Interest / Penalties (Bond)	\$0.41
004444	00001	6/11/2024	Interest / Penalties (Gen)	\$1.70
004445	00002	6/11/2024	Taxes (Bond)	\$203.99
004444	00003	6/11/2024	Taxes (Gen)	\$846.55
Sub Total				\$1,065.07

Customer Name
5 - State of Nebraska-State Aid

Batch No.	Receipt No.	Date	Description	Amount
004475	00001	6/28/2024	State Aid (Gen)	\$58,638.00
Sub Total				\$58,638.00

Customer Name
7 - First Central Bank

Batch No.	Receipt No.	Date	Description	Amount
004440	00001	6/14/2024	CD Int (Bldg)	\$155.87
004441	00001	6/14/2024	CD Int (Bond)	\$2,033.34
004442	00001	6/14/2024	CD Int (Dep)	\$27.35
004443	00001	6/14/2024	CD Int (Emp Ben)	\$1.37
004439	00001	6/14/2024	CD Int (Gen)	\$2,940.64
004479	00001	6/30/2024	Interest (Gen)	\$5.74
Sub Total				\$5,164.31

Customer Name
8 - Various / Miscellaneous

Batch No.	Receipt No.	Date	Description	Amount
004426	00001	6/3/2024	FFA - Holbrook Days Livestock Show Sponsorships	\$235.00
004424	00001	6/3/2024	Lounge Pop Machine (Emp Ben)	\$362.35
004427	00001	6/3/2024	Sysco Rebate (Nut)	\$60.02
004428	00001	6/4/2024	GBB Raffle (Act)	\$50.00
004430	00001	6/5/2024	Band Book-Lena Taylor (Act)	\$12.00
004431	00001	6/5/2024	Donation to NYC Vocal Trip-Lee's Cafe (Act)	\$170.75
004429	00001	6/5/2024	Summer Food-Adult Meal(s) 6/3/24 (Nut)	\$5.00
004432	00001	6/7/2024	Summer Food-Adult Meal(s) 6/4/24-6/6/24 (Nut)	\$19.00
004433	00001	6/7/2024	Youth FB Camp (Act)	\$440.00
004451	00001	6/12/2024	FFA - Holbrook Days Sponsorship (Andrews)	\$20.00
004450	00001	6/12/2024	Summer Food-Adult Meal(s) 6/10/24 (Nut)	\$10.00
004449	00002	6/14/2024	Computer Replacement Fee-Riley Dirgo (Gen)	\$462.50
004447	00001	6/14/2024	Corbin, S-BCBS (Gen-Clrng)	\$5.90
004447	00011	6/14/2024	Corbin, S-Vision (Gen-Clrng)	\$2.89
004447	00002	6/14/2024	Deisley, K-BCBS (Gen-Clrng)	\$5.90

004447	00012	6/14/2024	Goshert, B-Vision (Gen-Clrng)	\$5.42
004447	00009	6/14/2024	Hilker, S-BCBS (Gen-Clrng)	\$29.54
004449	00001	6/14/2024	Hiring Incentive Payback-Molly Wendland (Gen)	\$1,209.45
004446	00002	6/14/2024	Jostens-Yearbook (Act)	\$16,112.70
004447	00003	6/14/2024	Lambert, J-BCBS (Gen-Clrng)	\$5.90
004447	00013	6/14/2024	Lambert, J-Vision (Gen-Clrng)	\$2.89
004447	00004	6/14/2024	Maaske, C-BCBS (Gen-Clrng)	\$5.90
004447	00014	6/14/2024	Maaske, C-Vision (Gen-Clrng)	\$2.89
004446	00001	6/14/2024	NHD-Riley Dirgo (Act)	\$1,030.15
004453	00007	6/14/2024	Perez, R-FSA (Sect 125)	\$254.16
004447	00005	6/14/2024	Sitorius, S-BCBS (Gen-Clrng)	\$5.90
004447	00015	6/14/2024	Sitorius, S-Vision (Gen-Clrng)	\$2.89
004452	00001	6/14/2024	Summer Food-Adult Meal(s) 6/11/24-6/12/24 (Nut)	\$23.00
004447	00006	6/14/2024	Weatherwax, Lesli-BCBS (Gen-Clrng)	\$16.65
004447	00016	6/14/2024	Weatherwax, Lesli-Vision (Gen-Clrng)	\$8.89
004447	00007	6/14/2024	Weatherwax, Lynze-BCBS (Gen-Clrng)	\$5.90
004447	00017	6/14/2024	Weatherwax, Lynze-Vision (Gen-Clrng)	\$2.89
004453	00001	6/14/2024	Helms, K-DCA (Sect 125)	\$375.00
004453	00002	6/14/2024	Rawson, M-DCA (Sect 125)	\$416.66
004453	00003	6/14/2024	Thomas, H-DCA (Sect 125)	\$416.66
004453	00004	6/14/2024	Breinig, P-FSA (Sect 125)	\$170.00
004453	00005	6/14/2024	Eman, K-FSA (Sect 125)	\$99.00
004453	00006	6/14/2024	Monie, L-FSA (Sect 125)	\$150.00
004455	00001	6/17/2024	Root Beer Float Fundraiser (Act)	\$160.23
004457	00001	6/18/2024	5/30 Bake Sale for NYC Vocal Trip (Act)	\$806.00
004456	00008	6/18/2024	Weatherwax, L-Insurance-June (Gen-Clrng)	\$1,231.73
004458	00001	6/20/2024	Cambridge Public School-Jeff Spaulding (Coop)	\$4,153.33
004458	00002	6/20/2024	Cambridge Public School-Jeff Spaulding (Coop)	\$10.05
004458	00003	6/20/2024	Cambridge Public School-Jeff Spaulding (Coop)	\$849.92
004462	00001	6/20/2024	Class of 1974 Donation to NAHS (Act)	\$1,200.00
004460	00002	6/20/2024	ESU #11-Perkins Reimb-C. Hambidge-Bovine Breeder (Gen)	\$4,471.55
004460	00001	6/20/2024	ESU #11-Perkins Reimb-C. Hambidge-Hotel (Gen)	\$134.95
004461	00001	6/20/2024	Summer Food-Adult Meal(s) 6/18/24 (Nut)	\$5.00
004459	00001	6/20/2024	SV-Odell Reimb-Becker (Gen)	\$751.46
004467	00001	6/24/2024	FB Camp (Act)	\$810.00
004468	00001	6/24/2024	Summer Food-Adult Meal(s) 6/20/24 (Nut)	\$13.00
004471	00001	6/26/2024	FFA - Holbrook Days Lvstck Show Sponsors	\$80.00
004474	00002	6/27/2024	Alma-All District FB Medal Reimb (Act)	\$23.18
004474	00006	6/27/2024	Bertrand-Track Entry Fee (Act)	\$150.00
004474	00003	6/27/2024	Cambridge-All District FB Medal Reimb (Act)	\$24.43
004474	00005	6/27/2024	Elm Creek-Golf Entry Fee (Act)	\$50.00
004474	00004	6/27/2024	Eustis Farnam-All District FB Medal Reimb (Act)	\$33.43
004472	00001	6/27/2024	NHD-Jordan Holstein-Paid in full (Act)	\$354.68
004473	00001	6/27/2024	Summer Food-Adult Meal(s) 6/24/24 (Nut)	\$5.00
004473	00002	6/27/2024	Summer Food-Adult Meal(s) 6/25/24 (Nut)	\$20.00
004474	00001	6/27/2024	SV-All District FB Medal Reimb (Act)	\$17.43
004476	00001	6/28/2024	FFA - Holbrook Days Lvstck Show Sponsors	\$40.00
Sub Total				\$37,609.12
Grand Total				\$310,653.63

Arapahoe Public School District
Check Payments by Fund Report
July 15, 2024

Fund	Amount	Percent
01-General (Claims)	\$ 101,868.62	24.33%
01-General (Payroll & Benefits)	\$ 300,436.64	71.75%
02-Depreciation	\$ 6,566.00	1.57%
03-Employee Benefit	\$ -	
06-Nutrition (Claims)	\$ 975.26	0.23%
06-Nutrition (Payroll & Benefits)	\$ 4,841.18	1.16%
07-Bond	\$ -	
08-Building (FCB)	\$ -	
08-Building (FSB)	\$ -	
09-QCPUF	\$ -	
10-Cooperative (Payroll & Benefits)	\$ 4,022.68	0.96%
10-Cooperative (Claims)	\$ -	
12-Student Fee	\$ -	
Total Claims	\$ 109,409.88	26.13%
Total Payroll	\$ 309,300.50	73.87%
Total Claims & Payroll	\$ 418,710.38	

* A motion is needed to approve the claims including the General Fund, Depreciation Fund, Nutrition Fund, and Cooperative Fund totaling \$418,710.38.

* Whipple abstaining from Claim No. 37847 to Arapahoe Telephone Company (ATC) for \$363.90.

* Schutz abstaining from Claim No. 37863 to Hemelstrand's for \$371.46.

Arapahoe Public School District #18

Check Listing Report 07/15/2024

Check Date	Check Number	Payee	Amount
07/15/2024	PR	Payroll & Benefits	\$309,300.50
07/15/2024	37842	Ag Valley Cooperative Non-Stock	\$1,096.93
07/15/2024	37843	Aida Evans	\$713.76
07/15/2024	37844	Amazon Capital Services	\$272.56
07/15/2024	37845	Arapahoe Utilities	\$9,406.84
07/15/2024	37846	AT&T	\$160.00
07/15/2024	37847	ATC Communications	\$363.90
07/15/2024	37848	Black Hills Energy	\$255.52
07/15/2024	37849	CAMAS Publishing, LLC	\$187.74
07/15/2024	37850	Cash-Wa Distributing Company of Kearney, Inc.	\$946.85
07/15/2024	37851	Computer Hardware	\$15,130.00
07/15/2024	37852	Consumer Reports	\$27.82
07/15/2024	37853	Culligan of McCook	\$65.00
07/15/2024	37854	D & N	\$210.81
07/15/2024	37855	Diamond Vogel, Inc	\$232.50
07/15/2024	37856	Discount School Supply	\$38.78
07/15/2024	37857	District 18 Activities Fund	\$45,407.52
07/15/2024	37858	Eakes Office Solutions	\$124.90
07/15/2024	37859	ESU #10	\$1,005.70
07/15/2024	37860	ESU #11	\$2,625.00
07/15/2024	37861	General Glass of Holdrege Inc.	\$339.21
07/15/2024	37862	HARRIS SCHOOL SOLUTIONS	\$1,691.64
07/15/2024	37863	Hemelstrand's Inc.	\$371.46
07/15/2024	37864	Hometown Leasing	\$1,698.34
07/15/2024	37865	Johnson Fitness & Wellness	\$565.30
07/15/2024	37866	Landmark Implement Inc-Arapahoe	\$1,127.02
07/15/2024	37867	Little Bee Speech	\$119.99
07/15/2024	37868	McGraw-Hill Education, Inc.	\$6,655.47
07/15/2024	37869	Mid-American Research Chemical	\$6,566.00
07/15/2024	37870	Nebraska Rural Community Schools Association (NRCSA)	\$850.00
07/15/2024	37871	One Source the Background Check Company	\$172.00
07/15/2024	37872	Popplers Music Store Inc.	\$49.20
07/15/2024	37873	Primary Electric, Inc	\$1,592.00
07/15/2024	37874	QUADIENT LEASING	\$170.97
07/15/2024	37875	Reliable Pest Control Services, Inc.	\$80.00
07/15/2024	37876	Renaissance Learning	\$2,217.18
07/15/2024	37877	ROSETTA STONE	\$480.00
07/15/2024	37878	S & S Worldwide, Inc.	\$6.00
07/15/2024	37879	School Health Corporation	\$100.88
07/15/2024	37880	School Specialty, LLC	\$312.09
07/15/2024	37881	SCHOOLMATE	\$908.80
07/15/2024	ACH	Schutz Jennifer A OTR-L	\$816.70
07/15/2024	37882	Staples Advantage	\$24.06
07/15/2024	37883	State Line Awards & Custom Design	\$8.73
07/15/2024	37884	Student Assurance Services, Inc.	\$923.75
07/15/2024	37885	Super Duper Publications	\$180.80
07/15/2024	37886	SysCloud, Inc.	\$499.20

07/15/2024	37887	Teachers Pay Teachers	\$265.85
07/15/2024	ACH	U.S. Bank	\$834.56
07/15/2024	37888	Union Bank & Trust Company	\$72.00
07/15/2024	37889	UNITED STATES POSTAL SERVICE	\$320.00
07/15/2024	37890	VIRCO	\$840.84
07/15/2024	37891	Wagner's Supermarket, Inc.	\$28.41
07/15/2024	37892	WOODWARD'S DISPOSAL SERVICE, INC.	\$40.00
07/15/2024	37893	Yanda's Audio-Video-Lighting	\$209.30
Sub Total			\$418,710.38

Arapahoe Public School District #18

Check Listing Report 07/15/2024

Check Date	Check Number	Payee	Description	Amount
07/15/2024	PR	Payroll & Benefits	Payroll & Benefits	\$309,300.50
07/15/2024	37842	Ag Valley Cooperative Non-Stock	Fuel	\$1,096.93
07/15/2024	37843	Aida Evans	Interpreter Services-6/20; 6/28; 7/1	\$713.76
07/15/2024	37844	Amazon Capital Services	24-25 Supplies (Leising, Mues, Ellis)	\$66.53
07/15/2024	37844	Amazon Capital Services	C. Helms-Access ID Cards	\$144.25
07/15/2024	37844	Amazon Capital Services	S. Hambidge-Chair Pockets, Double Sided Dry Erase Boards (24-25)	\$61.78
07/15/2024	37845	Arapahoe Utilities	Electricity, Water & Sewer; Trash	\$9,406.84
07/15/2024	37846	AT&T	Long Distance	\$160.00
07/15/2024	37847	ATC Communications	Local Phone	\$363.90
07/15/2024	37848	Black Hills Energy	Gas	\$255.52
07/15/2024	37849	CAMAS Publishing, LLC	6/10 Claims	\$83.21
07/15/2024	37849	CAMAS Publishing, LLC	6/10 Minutes	\$95.75
07/15/2024	37849	CAMAS Publishing, LLC	6/10 Regular Board Meeting Notice	\$8.78
07/15/2024	37850	Cash-Wa Distributing Company of Kearney, Inc.	Food (Summer Food Program)	\$97.20
07/15/2024	37850	Cash-Wa Distributing Company of Kearney, Inc.	Food, Supplies (Summer Food Program)	\$415.93
07/15/2024	37850	Cash-Wa Distributing Company of Kearney, Inc.	Food, Supplies (Summer Food Program)	\$433.72
07/15/2024	37851	Computer Hardware	(5) Mimio Boards Installed (Rooms: 1st, 3rd, 4th, 5th, 6th)	\$15,130.00
07/15/2024	37852	Consumer Reports	Klein-Annual Subscription Renewal (24-25)	\$27.82
07/15/2024	37853	Culligan of McCook	Rent	\$65.00
07/15/2024	37854	D & N	Franssen-Sewer Pipe, Fernco No Hub, Pop Up Ultra Spray Sprinkler Head, Adjustable Rotor Sprinkler Head	\$210.81
07/15/2024	37855	Diamond Vogel, Inc	Franssen-Curb Paint	\$232.50
07/15/2024	37856	Discount School Supply	Warner-Dot Markers (24-25)	\$38.78
07/15/2024	37857	District 18 Activities Fund	2024-2025 Xfr (General to Activity)	\$45,407.52
07/15/2024	37858	Eakes Office Solutions	Laminating Film	\$124.90
07/15/2024	37859	ESU #10	Deaf Ed / SPED Supervision / PowerSchool Workshops / Summer Science Retreat	\$1,005.70
07/15/2024	37860	ESU #11	2024-25 IXL Math, ELA	\$2,625.00
07/15/2024	37861	General Glass of Holdrege Inc.	Replace broken window in HS Math Room (Eman) (N. Williams / T. Jones incident)	\$339.21
07/15/2024	37862	HARRIS SCHOOL SOLUTIONS	AOD Hosting 9/1/24-8/31/25	\$1,691.64
07/15/2024	37863	Hemelstrand's Inc.	Custodial/Maintenance-Supplies, Repairs, Maintenance	\$371.46
07/15/2024	37864	Hometown Leasing	Copier Lease Pmt 049	\$1,698.34
07/15/2024	37865	Johnson Fitness & Wellness	Repair Damaged Cables (Bike, Elliptical)	\$565.30
07/15/2024	37866	Landmark Implement Inc-Arapahoe	Franssen-Belt (JD Mower)	\$67.96
07/15/2024	37866	Landmark Implement Inc-Arapahoe	Franssen-Belt (JD Mower)	\$55.38
07/15/2024	37866	Landmark Implement Inc-Arapahoe	Franssen-Fuel Filter (JD Mower)	\$5.30
07/15/2024	37866	Landmark Implement Inc-Arapahoe	Franssen-Oil, Oil Filter	\$30.12
07/15/2024	37866	Landmark Implement Inc-Arapahoe	Franssen-Part for North Gym AC	\$19.16
07/15/2024	37866	Landmark Implement Inc-Arapahoe	Franssen-Replaced clutch, Replaced relay, Cleaned connectors (Grasshopper Mower)	\$949.10
07/15/2024	37867	Little Bee Speech	Warner-Annual License Subscription (24-25)	\$119.99
07/15/2024	37868	McGraw-Hill Education, Inc.	Dirgo-StudySync Curriculum 7th/8th (24-25)	\$1,401.84
07/15/2024	37868	McGraw-Hill Education, Inc.	Wonders Curriculum K-6 - 1 Year Subscription	\$5,253.63
07/15/2024	37869	Mid-American Research Chemical	S. Huxoll-Full Court Finish, Polyurethane Gym Finish, Hi-Solids Polyur Gym Finish	\$6,566.00
07/15/2024	37870	Nebraska Rural Community Schools Association (NRCSA)	2024-2025 Annual Membership Dues	\$850.00

07/15/2024	37871	One Source the Background Check Company	Background Checks - June	\$172.00
07/15/2024	37872	Popplers Music Store Inc.	V. Leising-All State Music (24-25)	\$33.35
07/15/2024	37872	Popplers Music Store Inc.	V. Leising-All State Music (24-25)	\$15.85
07/15/2024	37873	Primary Electric, Inc	Ran conduit, pulled wire, & installed recep for shot clocks	\$1,592.00
07/15/2024	37874	QUADIENT LEASING	Postage Machine Lease	\$170.97
07/15/2024	37875	Reliable Pest Control Services, Inc.	Spraying	\$80.00
07/15/2024	37876	Renaissance Learning	AR Renewal 23-24	\$2,217.18
07/15/2024	37877	ROSETTA STONE	Annual License Renewal-World Languages (4) Students 8/31/24-8/31/25	\$480.00
07/15/2024	37878	S & S Worldwide, Inc.	Schutz-Blank Tickets (24-25)	\$6.00
07/15/2024	37879	School Health Corporation	Strand-(4) Scientific Calculators (24-25)	\$100.88
07/15/2024	37880	School Specialty, LLC	2024-2025 Supplies (A. Huxoll, C. Gunderson, J. Pierce, B. Schneider, K. Delsley, L. Schutz, B. Mues)	\$312.09
07/15/2024	37881	SCHOOLMATE	Perez-(160) Student Planners (24-25)	\$908.80
07/15/2024	ACH	Schutz Jennifer A OTR-L	OT-June	\$816.70
07/15/2024	37882	Staples Advantage	Henderson-Pencils (24-25)	\$24.06
07/15/2024	37883	State Line Awards & Custom Design	B. Drews-Retirement Plaques-S&H (P. Breinig, J. Stagemeyer)	\$8.73
07/15/2024	37884	Student Assurance Services, Inc.	2024-25 Catastrophic Coverage	\$923.75
07/15/2024	37885	Super Duper Publications	Warner-Games for Speech	\$180.80
07/15/2024	37886	SysCloud, Inc.	Stagemeyer, R-SysCloud-Annual Agreement SysCloud Google Backup for Staff 7/1/24-6/30/25	\$499.20
07/15/2024	37887	Teachers Pay Teachers	Warner-Grab N' Go Basic Concepts; Articulation Game Bundle; Leveled Intervention Bundle; Articulation Push In Lessons	\$265.85
07/15/2024	ACH	U.S. Bank	AT&T-Long Distance	\$133.88
07/15/2024	ACH	U.S. Bank	B. Goshert-Bosselmans-Fuel-SerSafe Class	\$47.67
07/15/2024	ACH	U.S. Bank	Blackmore-Pump & Pantry-Fuel-Concordia GBB Camp	\$82.64
07/15/2024	ACH	U.S. Bank	Sharp-Avid-Sibelius Ultimate-Annual Subscription (24-25)	\$199.00
07/15/2024	ACH	U.S. Bank	Sharp-Steve Weiss Music-(2) J-Rod Clamp Assembly Complete (24-25)	\$57.85
07/15/2024	ACH	U.S. Bank	Warner-Northern Speech Services-Kaufman Treatment Kits 1 & 2 (24-25)	\$313.52
07/15/2024	37888	Union Bank & Trust Company	FSA/DCA (7); HSA (22) - May	\$72.00
07/15/2024	37889	UNITED STATES POSTAL SERVICE	Postage Permit-Annual Renewal	\$320.00
07/15/2024	37890	VIRCO	S. Huxoll-(6) 24x48 Brown Top Tables	\$840.84
07/15/2024	37891	Wagner's Supermarket, Inc.	Food (Summer Food Program)	\$25.10
07/15/2024	37891	Wagner's Supermarket, Inc.	Food (Summer Food Program)	\$3.31
07/15/2024	37892	WOODWARD'S DISPOSAL SERVICE, INC.	Shredding	\$40.00
07/15/2024	37893	Yanda's Audio-Video-Lighting	Full checkup of gym audio system (Recommend locking audio cabinet)	\$209.30
Sub Total				\$418,710.38

Arapahoe Public School District #18

Check Payments By Fund Report 07/15/2024

Sorted By	Description				
Fund	General Fund				
Check Number	Check Date	Payee	Account Code	Reason	Amount
ACH	7/15/2024	403b	01-941-000	Liability Payment	\$5,179.83
37828	7/15/2024	AFLAC	01-941-000	Liability Payment	\$2,335.61
37842	7/15/2024	Ag Valley Cooperative Non-Stock	01-2-02630-626-001-0000	Custodial/Maintenance-Fuel	\$116.82
37842	7/15/2024	Ag Valley Cooperative Non-Stock	01-2-02630-626-002-0000	Custodial/Maintenance-Fuel	\$142.77
37842	7/15/2024	Ag Valley Cooperative Non-Stock	01-2-02710-626-001-0000	Fuel	\$376.80
37842	7/15/2024	Ag Valley Cooperative Non-Stock	01-2-02710-626-002-0000	Fuel	\$460.54
37843	7/15/2024	Alda Evans	01-2-01200-890-001-0000	Interpreter Services, Mileage-6/20; 6/28; 7/1 (I. Contreras Belleria)	\$713.76
37844	7/15/2024	Amazon Capital Services	01-2-02610-610-001-0000	C. Helms-Access ID Cards	\$64.91
37844	7/15/2024	Amazon Capital Services	01-2-02610-610-002-0000	C. Helms-Access ID Cards	\$79.34
37844	7/15/2024	Amazon Capital Services	01-2-02410-610-002-0000	Ellis-Desk Calendar (24-25)	\$21.98
37844	7/15/2024	Amazon Capital Services	01-2-01100-810-001-0112	Leising-Blinders (24-25)	\$33.75
37844	7/15/2024	Amazon Capital Services	01-2-01100-810-002-0106	Mues-Protractors (24-25)	\$10.80
37844	7/15/2024	Amazon Capital Services	01-2-01100-810-002-0103	S. Hambidge-Chair Pockets, Double Sided Dry Erase Boards (24-25)	\$61.78
37845	7/15/2024	Arapahoe Utilities	01-2-02610-621-001-0000	Electricity	\$3,473.86
37845	7/15/2024	Arapahoe Utilities	01-2-02610-621-002-0000	Electricity	\$4,245.86
37845	7/15/2024	Arapahoe Utilities	01-2-02610-420-001-0000	Trash	\$235.91
37845	7/15/2024	Arapahoe Utilities	01-2-02610-420-002-0000	Trash	\$288.35
37845	7/15/2024	Arapahoe Utilities	01-2-02610-410-001-0000	Water & Sewer	\$523.26
37845	7/15/2024	Arapahoe Utilities	01-2-02610-410-002-0000	Water & Sewer	\$639.60
37846	7/15/2024	AT&T	01-2-02580-530-001-0000	Long Distance	\$72.00
37846	7/15/2024	AT&T	01-2-02580-530-002-0000	Long Distance	\$88.00
37847	7/15/2024	ATC Communications	01-2-02580-530-001-0000	Local Phone	\$163.76
37847	7/15/2024	ATC Communications	01-2-02580-530-002-0000	Local Phone	\$200.14
ACH	7/15/2024	Banner Capital Bank	01-941-000	Liability Payment	\$385.84
ACH	7/15/2024	Banner JSpaulding	01-941-000	Liability Payment	\$150.05
37848	7/15/2024	Black Hills Energy	01-2-02610-621-001-0000	Gas	\$114.98
37848	7/15/2024	Black Hills Energy	01-2-02610-621-002-0000	Gas	\$140.54
37829	7/15/2024	Blue Cross Blue Shield of Nebraska	01-941-000	Liability Payment	\$55,876.82
37849	7/15/2024	CAMAS Publishing, LLC	01-2-02560-540-001-0000	6/10 Claims	\$37.46
37849	7/15/2024	CAMAS Publishing, LLC	01-2-02560-540-002-0000	6/10 Claims	\$45.75
37849	7/15/2024	CAMAS Publishing, LLC	01-2-02560-540-001-0000	6/10 Minutes	\$43.09
37849	7/15/2024	CAMAS Publishing, LLC	01-2-02560-540-002-0000	6/10 Minutes	\$52.66
37849	7/15/2024	CAMAS Publishing, LLC	01-2-02560-540-001-0000	6/10 Regular Board Meeting Notice	\$3.95
37849	7/15/2024	CAMAS Publishing, LLC	01-2-02560-540-002-0000	6/10 Regular Board Meeting Notice	\$4.83
37851	7/15/2024	Computer Hardware	01-2-01100-650-002-0126	(5) Mimio Boards Installed (Rooms: 1st, 3rd, 4th, 5th, 6th)	\$15,130.00
37852	7/15/2024	Consumer Reports	01-2-02220-640-001-0128	Klein-Annual Subscription Renewal (24-25)	\$27.82
37831	7/15/2024	CREDIT MANAGEMENT-BF	01-941-000	Liability Payment	\$374.57
37830	7/15/2024	CREDIT MANAGEMENT-DO	01-941-000	Liability Payment	\$272.67
37833	7/15/2024	CREDIT MANAGEMENT-HT	01-941-000	Liability Payment	\$833.65
37832	7/15/2024	CREDIT MANAGEMENT-JL	01-941-000	Liability Payment	\$258.07
37853	7/15/2024	Culligan of McCook	01-2-02610-410-001-0000	Rent	\$29.25
37853	7/15/2024	Culligan of McCook	01-2-02610-410-002-0000	Rent	\$35.75
37854	7/15/2024	D & N	01-2-02630-431-001-0000	Franssen-Sewer Pipe, Fernco No Hub, Pop Up Ultra Spray Sprinkler Head, Adjustable Rotor Sprinkler Head	\$94.87
37854	7/15/2024	D & N	01-2-02630-431-002-0000	Franssen-Sewer Pipe, Fernco No Hub, Pop Up Ultra Spray Sprinkler Head, Adjustable Rotor Sprinkler Head	\$115.94
ACH	7/15/2024	Department Of Revenue	01-941-000	Liability Payment	\$6,162.80
37855	7/15/2024	Diamond Vogel, Inc	01-2-02630-610-001-0000	Franssen-Curb Paint	\$104.63
37855	7/15/2024	Diamond Vogel, Inc	01-2-02630-610-002-0000	Franssen-Curb Paint	\$127.87
37856	7/15/2024	Discount School Supply	01-2-02151-610-002-0130	Warner-Dot Markers (24-25)	\$38.78
37857	7/15/2024	District 18 Activities Fund	01-2-08000-913-001-0000	2024-2025 Xfr (General to Activity)	\$45,022.74
37857	7/15/2024	District 18 Activities Fund	01-2-08000-913-002-0000	2024-2025 Xfr (General to Activity)	\$384.78
37834	7/15/2024	District 18 General Fund	01-941-000	Liability Payment	\$462.50
ACH	7/15/2024	District 18 Section 125 Acct	01-941-000	Liability Payment	\$1,881.48
37858	7/15/2024	Eakes Office Solutions	01-2-01100-810-001-0000	Laminating Film	\$56.20
37858	7/15/2024	Eakes Office Solutions	01-2-01100-810-002-0000	Laminating Film	\$68.70

ACH	7/15/2024	EFTPS	01-941-000	Liability Payment	\$43,201.62
37859	7/15/2024	ESU #10	01-2-02151-591-001-0000	Deaf Ed	\$258.33
37859	7/15/2024	ESU #10	01-2-02151-591-002-0000	Deaf Ed	\$515.75
37859	7/15/2024	ESU #10	01-2-02410-810-001-0000	Mid-Nebraska PowerSchool Conference (C. Helms)	\$56.25
37859	7/15/2024	ESU #10	01-2-02410-810-002-0000	Mid-Nebraska PowerSchool Conference (C. Helms)	\$68.75
37859	7/15/2024	ESU #10	01-2-02410-810-001-0000	PowerSchool-End of Year Preparation (C. Helms)	\$9.00
37859	7/15/2024	ESU #10	01-2-02410-810-002-0000	PowerSchool-End of Year Preparation (C. Helms)	\$11.00
37859	7/15/2024	ESU #10	01-2-01200-591-001-0000	SPED Supervision	\$26.62
37859	7/15/2024	ESU #10	01-2-01100-810-001-0114	Summer Science Retreat (J. Pierce)	\$60.00
37860	7/15/2024	ESU #11	01-2-01100-810-001-0000	2024-25 IXL Math, ELA	\$1,181.25
37860	7/15/2024	ESU #11	01-2-01100-810-002-0000	2024-25 IXL Math, ELA	\$1,443.75
ACH	7/15/2024	First State Bank-Holdrege RDrews	01-941-000	Liability Payment	\$635.84
37861	7/15/2024	General Glass of Holdrege Inc.	01-2-02620-431-001-0000	Replace broken window in HS Math Room (Eman) (N. Williams / T. Jones Incident)	\$152.64
37861	7/15/2024	General Glass of Holdrege Inc.	01-2-02620-431-002-0000	Replace broken window in HS Math Room (Eman) (N. Williams / T. Jones Incident)	\$186.57
37862	7/15/2024	HARRIS SCHOOL SOLUTIONS	01-2-02510-643-001-0000	AOD Hosting 9/1/24-8/31/25	\$781.24
37862	7/15/2024	HARRIS SCHOOL SOLUTIONS	01-2-02510-643-002-0000	AOD Hosting 9/1/24-8/31/25	\$930.40
37863	7/15/2024	Hemelstrand's Inc.	01-2-02810-810-001-0000	Roundup, Ground Clear, Trowel, Flag, Gauge, Slime, Spade, Tape Measure, Oil, Bolts, Elbow, Tephlon Tape, Lightbulbs, Ys, Hose Ends, Paint Rollers, Brushes, Liners, & Pans	\$167.19
37863	7/15/2024	Hemelstrand's Inc.	01-2-02810-810-002-0000	Roundup, Ground Clear, Trowel, Flag, Gauge, Slime, Spade, Tape Measure, Oil, Bolts, Elbow, Tephlon Tape, Lightbulbs, Ys, Hose Ends, Paint Rollers, Brushes, Liners, & Pans	\$204.27
37864	7/15/2024	Hometown Leasing	01-2-02230-443-001-0000	Copler Lease Pmt 049	\$764.25
37864	7/15/2024	Hometown Leasing	01-2-02230-443-002-0000	Copler Lease Pmt 049	\$934.09
37865	7/15/2024	Johnson Fitness & Wellness	01-2-01100-350-001-0000	Repair Damaged Cables (Blke, Elliptical)	\$565.30
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-001-0000	Franssen-Belt (JD Mower)	\$55.48
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-002-0000	Franssen-Belt (JD Mower)	\$67.86
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-001-0000	Franssen-Fuel Filter (JD Mower)	\$2.38
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-002-0000	Franssen-Fuel Filter (JD Mower)	\$2.92
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-001-0000	Franssen-Oil, Oil Filter	\$13.53
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-002-0000	Franssen-Oil, Oil Filter	\$16.59
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-001-0000	Franssen-Part for North Gym AC	\$8.62
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-002-0000	Franssen-Part for North Gym AC	\$10.54
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-001-0000	Franssen-Replaced clutch, Replaced relay, Cleaned connectors (Grasshopper Mower)	\$426.20
37866	7/15/2024	Landmark Implement Inc-Arapahoe	01-2-02640-431-002-0000	Franssen-Replaced clutch, Replaced relay, Cleaned connectors (Grasshopper Mower)	\$522.90
37867	7/15/2024	Little Bee Speech	01-2-02151-610-002-0130	Warner-Annual License Subscription (24-25)	\$119.99
ACH	7/15/2024	MCCOOK JS	01-941-000	Liability Payment	\$773.34
37868	7/15/2024	McGraw-Hill Education, Inc.	01-2-01100-610-001-0121	Dirgo-StudySync Curriculum 7th/8th (24-25)	\$1,401.84
37868	7/15/2024	McGraw-Hill Education, Inc.	01-2-01100-610-002-0104	Krejdil-Wonders Curriculum Grade 3 - 1 Year Subscription (24-25)	\$706.51
37868	7/15/2024	McGraw-Hill Education, Inc.	01-2-01100-610-002-0101	Pearson-Wonders Curriculum Grade K - 1 Year Subscription (24-25)	\$357.66
37868	7/15/2024	McGraw-Hill Education, Inc.	01-2-01100-610-002-0103	S. Hambidge-Wonders Curriculum Grade 2 - 1 Year Subscription (24-25)	\$1,307.22
37868	7/15/2024	McGraw-Hill Education, Inc.	01-2-01100-610-002-0107	Schneider-Wonders Curriculum Grade 5 - 1 Year Subscription (24-25)	\$535.05
37868	7/15/2024	McGraw-Hill Education, Inc.	01-2-01100-610-002-0107	Schneider-Wonders Curriculum Grade 6 - 1 Year Subscription (24-25)	\$908.72
37868	7/15/2024	McGraw-Hill Education, Inc.	01-2-01100-610-002-0102	Schutz-Wonders Curriculum Grade 1 - 1 Year Subscription (24-25)	\$1,438.47
ACH	7/15/2024	NEBRASKA PUBLIC EMPLOYEES RETIREMENT SYSTEMS	01-941-000	Liability Payment	\$39,034.69
37870	7/15/2024	Nebraska Rural Community Schools Association (NRCSA)	01-2-02310-810-001-0000	2024-2025 Annual Membership Dues	\$382.50
37870	7/15/2024	Nebraska Rural Community Schools Association (NRCSA)	01-2-02310-810-002-0000	2024-2025 Annual Membership Dues	\$467.50
37871	7/15/2024	One Source the Background Check Company	01-2-02510-810-001-0000	Doggelt, Heather - Background Check	\$24.98
37871	7/15/2024	One Source the Background Check Company	01-2-02510-810-002-0000	Doggelt, Heather - Background Check	\$30.52
37871	7/15/2024	One Source the Background Check Company	01-2-02510-810-001-0000	Hoefs, Stefanie - Background Check	\$20.48
37871	7/15/2024	One Source the Background Check Company	01-2-02510-810-002-0000	Hoefs, Stefanie - Background Check	\$25.02
37871	7/15/2024	One Source the Background Check Company	01-2-02510-810-001-0000	Schneider, Bailey - Background Check	\$15.98
37871	7/15/2024	One Source the Background Check Company	01-2-02510-810-002-0000	Schneider, Bailey - Background Check	\$19.52
37871	7/15/2024	One Source the Background Check Company	01-2-02510-810-001-0000	Warner, Nicole - Background Check	\$15.98
37871	7/15/2024	One Source the Background Check Company	01-2-02510-810-002-0000	Warner, Nicole - Background Check	\$19.52
37872	7/15/2024	Popplers Music Store Inc.	01-2-01100-610-001-0112	V. Leising-All State Music (24-25)	\$49.20

ACH	7/15/2024	PR Dir Deposit	01-941-000	Liability Payment	\$133,981.11
37873	7/15/2024	Primary Electric, Inc	01-2-02610-431-001-0000	Ran conduit, pulled wire, & installed recep for shot clocks	\$1,592.00
37836	7/15/2024	Principal Life Insurance Company-Disability	01-941-000	Liability Payment	\$2,296.13
37835	7/15/2024	Principal Life Insurance Company-Vision	01-941-000	Liability Payment	\$362.03
37874	7/15/2024	QUADIENT LEASING	01-2-02510-443-001-0000	Postage Machine Lease	\$76.94
37874	7/15/2024	QUADIENT LEASING	01-2-02510-443-002-0000	Postage Machine Lease	\$94.03
37875	7/15/2024	Reliable Pest Control Services, Inc.	01-2-02610-352-001-0000	Spraying	\$36.00
37875	7/15/2024	Reliable Pest Control Services, Inc.	01-2-02610-352-002-0000	Spraying	\$44.00
37876	7/15/2024	Renaissance Learning	01-2-01100-643-002-0128	(110) Accelerated Reader Subscription (24-25)	\$872.30
37876	7/15/2024	Renaissance Learning	01-2-01100-643-002-0128	(110) Star Reading Subscription (24-25)	\$594.88
37876	7/15/2024	Renaissance Learning	01-2-01100-643-002-0128	Annual All Product Renaissance Platform (24-25)	\$750.00
37877	7/15/2024	ROSETTA STONE	01-2-01150-810-001-0000	Annual License Renewal-World Languages (4) Students 8/31/24-8/31/25	\$480.00
37878	7/15/2024	S & S Worldwide, Inc.	01-2-01100-610-002-0102	Schutz-Blank Tickets (24-25)	\$6.00
37879	7/15/2024	School Health Corporation	01-2-01100-610-001-0124	Strand-(4) Scientific Calculators (24-25)	\$100.88
37880	7/15/2024	School Specialty, LLC	01-2-01200-610-001-0119	A. Huxoll-Lesson Plan Books, Student Planners (24-25)	\$39.98
37880	7/15/2024	School Specialty, LLC	01-2-01100-610-002-0106	B. Mues-Test Tube Rack (24-25)	\$6.70
37880	7/15/2024	School Specialty, LLC	01-2-01100-610-002-0107	B. Schneider-Index Cards (24-25)	\$2.30
37880	7/15/2024	School Specialty, LLC	01-2-01100-610-001-0000	Delsley-Index Cards, Lesson Plan Books, Stikki Clips (24-25)	\$102.86
37880	7/15/2024	School Specialty, LLC	01-2-01100-610-002-0000	Delsley-Index Cards, Lesson Plan Books, Stikki Clips (24-25)	\$125.71
37880	7/15/2024	School Specialty, LLC	01-2-01100-610-001-0114	Gunderson/Pierce-Spot Plates, Reflex Hammers (24-25)	\$33.88
37880	7/15/2024	School Specialty, LLC	01-2-01100-610-002-0102	Schutz-Fasteners (24-25)	\$0.66
37881	7/15/2024	SCHOOLMATE	01-2-02410-610-001-0000	Perez-(160) Student Planners (24-25)	\$908.80
ACH	7/15/2024	Schutz Jennifer A OTR-L	01-2-02161-320-001-0000	OT-June	\$324.00
ACH	7/15/2024	Schutz Jennifer A OTR-L	01-2-02163-320-002-0000	OT-June	\$492.70
37882	7/15/2024	Staples Advantage	01-2-01100-610-002-0105	Henderson-Pencils (24-25)	\$24.06
37883	7/15/2024	State Line Awards & Custom Design	01-2-02320-610-001-0000	B. Drews-Retirement Plaques-S&H (P. Breinig, J. Stagemeyer)	\$3.93
37883	7/15/2024	State Line Awards & Custom Design	01-2-02320-610-002-0000	B. Drews-Retirement Plaques-S&H (P. Breinig, J. Stagemeyer)	\$4.80
37884	7/15/2024	Student Assurance Services, Inc.	01-2-02190-810-001-0000	2024-25 Catastrophic Coverage (Grades 7-12)	\$503.75
37884	7/15/2024	Student Assurance Services, Inc.	01-2-02190-810-001-0000	2024-25 Catastrophic Coverage (Grades PK-12)	\$189.00
37884	7/15/2024	Student Assurance Services, Inc.	01-2-02190-810-002-0000	2024-25 Catastrophic Coverage (Grades PK-12)	\$231.00
37885	7/15/2024	Super Duper Publications	01-2-02151-810-002-0130	Warner-Games for Speech	\$180.80
37886	7/15/2024	SysCloud, Inc.	01-2-02230-650-001-0128	Stagemeyer, R-SysCloud-Annual Agreement SysCloud Google Backup for Staff 7/1/24-6/30/25	\$224.64
37886	7/15/2024	SysCloud, Inc.	01-2-02230-650-002-0126	Stagemeyer, R-SysCloud-Annual Agreement SysCloud Google Backup for Staff 7/1/24-6/30/25	\$274.56
37887	7/15/2024	Teachers Pay Teachers	01-2-02151-610-002-0130	Warner-Grab N' Go Basic Concepts; Articulation Game Bundle; Leveled Intervention Bundle; Articulation Push In Lessons	\$265.85
ACH	7/15/2024	U.S. Bank	01-2-02580-530-001-0000	AT&T-Long Distance	\$60.25
ACH	7/15/2024	U.S. Bank	01-2-02580-530-002-0000	AT&T-Long Distance	\$73.63
ACH	7/15/2024	U.S. Bank	01-2-02650-626-001-0000	B. Goshert-Bosselmanns-Fuel-SerSafe Class	\$21.45
ACH	7/15/2024	U.S. Bank	01-2-02650-626-002-0000	B. Goshert-Bosselmanns-Fuel-SerSafe Class	\$26.22
ACH	7/15/2024	U.S. Bank	01-2-02710-626-001-0000	Blackmore-Pump & Pantry-Fuel-Concordia GBB Camp	\$82.64
ACH	7/15/2024	U.S. Bank	01-2-01100-610-001-0111	Sharp-Avid-Sibelius Ultimate-Annual Subscription (24-25)	\$199.00
ACH	7/15/2024	U.S. Bank	01-2-01100-610-001-0111	Sharp-Steve Weiss Music-(2) J-Rod Clamp Assembly Complete (24-25)	\$57.85
ACH	7/15/2024	U.S. Bank	01-2-02151-610-002-0130	Warner-Northern Speech Services-Kaufman Treatment Kits 1 & 2 (24-25)	\$313.52
ACH	7/15/2024	UB&T AHuxoll	01-941-000	Liability Payment	\$435.84
ACH	7/15/2024	UB&T BMues	01-941-000	Liability Payment	\$335.84
ACH	7/15/2024	UB&T CHAMBIDGE	01-941-000	Liability Payment	\$181.61
ACH	7/15/2024	UB&T CHelms	01-941-000	Liability Payment	\$144.11
ACH	7/15/2024	UB&T CHilker	01-941-000	Liability Payment	\$335.84
ACH	7/15/2024	UB&T DKronhofman	01-941-000	Liability Payment	\$194.11
ACH	7/15/2024	UB&T EPearson	01-941-000	Liability Payment	\$335.84
ACH	7/15/2024	UB&T HThomas	01-941-000	Liability Payment	\$787.34
ACH	7/15/2024	UB&T JPierce	01-941-000	Liability Payment	\$119.11
ACH	7/15/2024	UB&T JStrand	01-941-000	Liability Payment	\$385.84
ACH	7/15/2024	UB&T KDelsley	01-941-000	Liability Payment	\$119.11
ACH	7/15/2024	UB&T KHelms	01-941-000	Liability Payment	\$335.84
ACH	7/15/2024	UB&T KKrejd	01-941-000	Liability Payment	\$219.11

ACH	7/15/2024	UB&T KSpaulding	01-941-000	Liability Payment	\$335.84
ACH	7/15/2024	UB&T LCrosley	01-941-000	Liability Payment	\$250.11
ACH	7/15/2024	UB&T LSchutz	01-941-000	Liability Payment	\$250.11
ACH	7/15/2024	UB&T LWeatherwax	01-941-000	Liability Payment	\$119.11
ACH	7/15/2024	UB&T LyWeatherwax	01-941-000	Liability Payment	\$119.11
ACH	7/15/2024	UB&T MRawson	01-941-000	Liability Payment	\$485.84
ACH	7/15/2024	UB&T MWendland	01-941-000	Liability Payment	\$250.11
ACH	7/15/2024	UB&T PBlackmore	01-941-000	Liability Payment	\$119.11
ACH	7/15/2024	UB&T RStagemeyer	01-941-000	Liability Payment	\$119.11
37888	7/15/2024	Union Bank & Trust Company	01-2-02510-351-001-0000	FSA/DCA (7); HSA (22) - May	\$32.40
37888	7/15/2024	Union Bank & Trust Company	01-2-02510-351-002-0000	FSA/DCA (7); HSA (22) - May	\$39.60
37889	7/15/2024	UNITED STATES POSTAL SERVICE	01-2-02560-531-001-0000	Postage Permit-Annual Renewal	\$144.00
37889	7/15/2024	UNITED STATES POSTAL SERVICE	01-2-02560-531-002-0000	Postage Permit-Annual Renewal	\$176.00
37890	7/15/2024	VIRCO	01-2-02610-610-001-0000	S. Huxoll-(6) 24x48 Brown Top Tables	\$378.38
37890	7/15/2024	VIRCO	01-2-02610-610-002-0000	S. Huxoll-(6) 24x48 Brown Top Tables	\$462.46
37892	7/15/2024	WOODWARD'S DISPOSAL SERVICE, INC.	01-2-02610-420-001-0000	Shredding	\$18.00
37892	7/15/2024	WOODWARD'S DISPOSAL SERVICE, INC.	01-2-02610-420-002-0000	Shredding	\$22.00
37893	7/15/2024	Yanda's Audio-Video-Lighting	01-2-02640-431-001-0000	Full checkup of gym audio system (Recommend locking audio cabinet)	\$94.19
37893	7/15/2024	Yanda's Audio-Video-Lighting	01-2-02640-431-002-0000	Full checkup of gym audio system (Recommend locking audio cabinet)	\$115.11
Sub Total					\$402,305.26

Sorted By		Description				
Fund	Check Number	Check Date	Payee	Account Code	Reason	Amount
	37869	7/15/2024	Mid-American Research Chemical	02-2-02900-610-001-0000	S. Huxoll-Full Court Finish, Polyurethane Gym Finish, HI-Solids Polyur Gym Finish	\$2,954.70
	37869	7/15/2024	Mid-American Research Chemical	02-2-02900-610-002-0000	S. Huxoll-Full Court Finish, Polyurethane Gym Finish, HI-Solids Polyur Gym Finish	\$3,611.30
Sub Total						\$6,566.00

Sorted By		Description				
Fund	Check Number	Check Date	Payee	Account Code	Reason	Amount
	37828	7/15/2024	AFLAC	06-941-000	Liability Payment	\$45.53
	37829	7/15/2024	Blue Cross Blue Shield of Nebraska	06-941-000	Liability Payment	\$1,627.78
	37850	7/15/2024	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-001-0000	Detergent (Summer Food Program)	\$46.12
	37850	7/15/2024	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-002-0000	Detergent (Summer Food Program)	\$56.38
	37850	7/15/2024	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-001-0000	Disposable Trays (Summer Food Program)	\$16.11
	37850	7/15/2024	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-002-0000	Disposable Trays (Summer Food Program)	\$19.69
	37850	7/15/2024	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-001-0000	Food (Summer Food Program)	\$363.86
	37850	7/15/2024	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-002-0000	Food (Summer Food Program)	\$444.69
	ACH	7/15/2024	Department Of Revenue	06-941-000	Liability Payment	\$46.18
	ACH	7/15/2024	EFTPS	06-941-000	Liability Payment	\$487.79
	ACH	7/15/2024	NEBRASKA PUBLIC EMPLOYEES RETIREMENT SYSTEMS	06-941-000	Liability Payment	\$526.86
	ACH	7/15/2024	PR Dir Deposit	06-941-000	Liability Payment	\$2,015.02
	37836	7/15/2024	Principal Life Insurance Company-Disability	06-941-000	Liability Payment	\$92.02
	37891	7/15/2024	Wagner's Supermarket, Inc.	06-2-03100-630-001-0000	Food (Summer Food Program)	\$12.79
	37891	7/15/2024	Wagner's Supermarket, Inc.	06-2-03100-630-002-0000	Food (Summer Food Program)	\$15.62
Sub Total						\$5,816.44

Sorted By		Description				
Fund	Check Number	Check Date	Payee	Account Code	Reason	Amount
	ACH	7/15/2024	Banner JSpaulding	10-941-000	Liability Payment	\$150.06
	37829	7/15/2024	Blue Cross Blue Shield of Nebraska	10-941-000	Liability Payment	\$706.17
	ACH	7/15/2024	Department Of Revenue	10-941-000	Liability Payment	\$82.64
	ACH	7/15/2024	EFTPS	10-941-000	Liability Payment	\$530.24
	ACH	7/15/2024	NEBRASKA PUBLIC EMPLOYEES RETIREMENT SYSTEMS	10-941-000	Liability Payment	\$531.83
	ACH	7/15/2024	PR Dir Deposit	10-941-000	Liability Payment	\$1,990.53
	37836	7/15/2024	Principal Life Insurance Company-Disability	10-941-000	Liability Payment	\$31.21
Sub Total						\$4,022.68
Grand Total						\$418,710.38

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents

may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$100.00. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.00.

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

6. Extracurricular Activities.

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

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

- Student Activity Card: \$30.00
 - Covers admission to all extracurricular events
- Student Participation Fee: \$30.00
 - Required of all students who participate in athletics and/or other extracurricular activities
- National Honor Society: \$50.00
- Cheerleading, Drill Team, Flag Corps: \$50.00
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$500.00
- Football: \$ 25.00
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$25.00

- Students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, and Wrestling: \$25.00
 - Students must provide their own shoes and undergarments
- FFA: \$50.00
 - Students must purchase their own jackets and pay dues
- FCCLA: \$50.00
- Spanish Club: \$25.00

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 \$400.00 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 \$100.00.

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 \$0.20 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$8.00 per day.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$100.00.

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-8
 - Regular Price \$2.25
 - Reduced Price \$0.45
- Breakfast Program – Grades 9-12
 - Regular Price \$2.50
 - Reduced Price \$0.45
- Lunch Program – Grades K-8
 - Regular Price \$3.50

- Reduced Price \$0.75
- Lunch Program – Grades 9-12
 - Regular Price \$3.75
 - Reduced Price \$0.75

13. Charges for Musical Extracurricular Activities.

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

- Band: \$25.00
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- HS & JH Select Choirs: \$25.00
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$150.00

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$25.00.

C. Waiver Policy.

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

particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: 2/13/2023

Revised on: 7/8/2024

Reviewed on: _____

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents

may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$100.00. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.00.

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

6. Extracurricular Activities.

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

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

- Student Activity Card: \$30.00
 - Covers admission to all extracurricular events
- Student Participation Fee: \$30.00
 - Required of all students who participate in athletics and/or other extracurricular activities
- National Honor Society: \$50.00
- Cheerleading, Drill Team, Flag Corps: \$50.00
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$500.00
- Football: \$ 25.00
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$25.00

- Students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, and Wrestling: \$25.00
 - Students must provide their own shoes and undergarments
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Adopted on: 2/13/2023

Revised on: 7/8/2024

Reviewed on: _____

5018

Parent and Guardian Involvement In Education Practices

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

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

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

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

Adopted on: 1/12/2023

Revised on:

Reviewed on: 7/8/2024

5018

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Adopted on: 1/12/2023

Revised on:

Reviewed on: 7/8/2024

**Arapahoe-Holbrook Public Schools
School Board Policies
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3057 Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at: Title IX Coordinator, Superintendent Robert Drews, Arapahoe-Holbrook Public Schools 610 Walnut Street, Arapahoe, NE 68922, 308-962-5458, bob.drews@arapahoewarriors.org. The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: www.arapahoewarriors.org. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

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

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

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

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

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

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to

investigate and make a determination about alleged sex discrimination under Title IX.

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

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

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

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

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

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

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

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

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

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

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

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

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined

based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

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

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

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

Response to Sex-based Harassment.

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

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

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

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

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

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

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

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

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

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and

respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

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

Grievance Procedures to Resolve Complaints of Sex Discrimination.

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

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

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

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent

from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;

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

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

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

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

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

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

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

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

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

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

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

Generally relevant evidence is permissible, but does not include:

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

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and

effective steps to ensure that sex discrimination does not continue or recur;

- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

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

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

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

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

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;

- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

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

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

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

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

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

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral

to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

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

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

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

Adopted on: 10/10/2022

Reviewed on: _____

Revised on: 7/8/2024

3060
Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

5. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: 7/8/2024

Revised on: _____

Reviewed on: _____

5001
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.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 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.

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 exempt 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 exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

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

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student

4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

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Reviewed on: _____

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. Elementary School Defined.** Elementary school means grades K - 6.
- e. Middle School Defined.** Middle school means grades 7 - 8.
- f. High School Defined.** High school means grades 9 through 12.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.
- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
 - e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
 - f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
 - g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

6. Academic Credits and Graduation. The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

7. Information Regarding Schools, Programs, Policies and Procedures. The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

8. Procedure for Students Optioning Into or Out of the School District.

a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

b. On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9. Late Applications and Requests for Release

a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:

i. When the district has already entered into contracts with teaching staff for the following school year;

ii. When the district has already contracted for the performance of specific services for the student;

- iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
 - b. The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;
 - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- b. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless

the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

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5005 Transportation

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Option Transportation. The board of education provides transportation to option students only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at preexisting stops along an existing bus route. The district does not provide mileage reimbursement for option-enrolled students unless otherwise required by law.

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5035 Student Discipline

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

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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

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

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

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or

athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the

student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

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

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

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

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board

of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

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

conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

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. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in

- section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
 11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally

considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

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

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: 2/13/2023

Revised on: 7/8/2024

Reviewed on: _____

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 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 anti discrimination policies.

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

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

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

Adopted on: 2/13/2022

Revised on: _____

Reviewed on: 7/8/2024

6036

Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in

the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- Provided to any student identified as having a reading deficiency;
- Implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or offered online.

The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or

- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

NDE Professional Learning System. The Nebraska Department of Education provides a professional learning system. The elementary school(s) and early childhood education programs approved by the State Board of Education will ensure that teachers who teach children from four years of age through third grade are aware of the professional learning system and are adequately trained regarding evidence-based reading instruction to effectively instruct students in reading.

NDE Report. On or before July 1 of each year, the school district will provide the required information relating to dyslexia to the Nebraska Department of Education.

Adopted on: 5/8/2023

Revised on: 7/8/2024

Reviewed on: _____

6039

Repeat of Grade at Parent-Guardian Request

Parents and guardians may request that their student repeat a grade level under the following conditions:

Students in Kindergarten through Fourth Grade

Parents and guardians of students in kindergarten through fourth grade may request that their student repeat the grade level that the student has just completed under the following conditions:

- 1) If the student is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade to which the student would otherwise advance; or
- 2) If the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed; or
- 3) If the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

Students in Fifth through Twelfth Grade

Parents and guardians of students in fifth through twelfth grade may request that their student repeat the grade level that the student has just completed if the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed.

Procedure for Parent Requests for Student Grade Repetition

Parents and guardians who seek to have their student repeat the grade level just completed must submit a written request to the student's building principal no earlier than the day after the last scheduled student attendance day of the school year, and no later than two weeks after that date. This deadline may be waived by the superintendent for good cause shown. The request must include written documentation that provides evidence that the parents or guardians believe substantiate that the conditions outlined above have been met.

The principal shall promptly forward the request to the superintendent or his/her designee, along with any building-level information about the student which the principal believes will be relevant to the superintendent or designee in responding to the parents' or guardian's request.

The superintendent or designee shall review the request and promptly schedule a meeting with the parents or guardians. At this meeting, the superintendent or designee shall identify any alternative educational opportunities available to the student, including remedial instruction if applicable, and verify any special education supports available to the student. If the child's parent or guardian still intends to have such child repeat a grade, the parent or guardian shall complete a form prescribed by the Nebraska Department of Education and return the form to the office of the superintendent of schools.

Upon completion of the form and if all requirements pursuant to this policy are met, the school district shall have the child repeat the child's grade for the next school year.

Nothing in this policy modifies the school district's policies on mandatory attendance and reporting excessive absenteeism to the county attorney or other members of law enforcement. Likewise, nothing in this policy shall dictate or direct the provision of special education or related services, including but not limited to any IEP team decision about the appropriate educational placement of a child with a disability under Rule 51 of the Nebraska Department of Education.

Adopted on: 7/8/2024

Revised on: _____

Reviewed on: _____

6041
Malcolm X Day Education

Each year on May 19th, designated as El-Hajj Malik ElShabazz, Malcolm X Day, the school district will hold suitable exercises in recognition of the sacrifices of the late Nebraska Hall of Fame inductee El-Hajj Malik El-Shabazz, Malcolm X, and his contributions to the betterment of society. When May 19th falls on a Saturday or Sunday, the district will provide the suitable exercises during the preceding or following week. The program shall be implemented within any applicable laws and/or regulations.

Adopted on: 7/8/2024

Revised on: _____

Reviewed on: _____

6042 Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Adopted on: **7/8/2024**

Revised on: _____

Reviewed on: _____

AHPS Sub Pay Analysis 7.8.24

23-24 AHPS Substitute Pay Totals						
Substitute	Prior Months	Current Month	Fiscal YTD	0-29 Days	30-59 Days	60+ Days
A	127.5	11	138.5	29	30	79.5
B	73.5	2	75.5	29	30	16.5
O	70.5	4.5	75	29	30	16
D	63.5	3	66.5	29	30	7.5
E	53.5	0	53.5	29	24.5	0
F	42.5	2	44.5	29	15.5	0
G	11	1	12	12	0	0
H	12	0	12	12	0	0
I	11	0.5	11.5	11.5	0	0
J	10	1	11	11	0	0
K	9.5	0	9.5	9.5	0	0
L	7	1	8	8	0	0
M	5	0	5	5	0	0
N	4.5	0	4.5	4.5	0	0
O	1.5	2	3.5	3.5	0	0
P	3	0	3	3	0	0
Q	3	0	3	3	0	0
R	2	0	2	2	0	0
Tier 1 - White (0-29) \$145			Tier Days	259	160	119.5
Tier 2 - Orange (30-59) \$165			Tier Costs	\$37,555	\$26,400	\$22,108
Tier 3 - Green (60+) \$185			Total Year Pay		\$86,063	
*Increase Tier 1 to \$150 using 23-24 calculations						
Tier 1 - White (0-29) \$150			Tier Days	259	160	119.5
Tier 2 - Orange (30-59) \$165			Tier Costs	\$38,850	\$26,400	\$22,108
Tier 3 - Green (60+) \$185			Total Year Pay		\$87,358	

23-24 Meal Prices		Proposed 24-25 Meal Prices		\$ Change	% Change
PK-6th Breakfast	\$ 2.00	PK-6th Breakfast	\$ 2.05	\$ 0.05	2.50%
7th-12th Breakfast	\$ 2.15	7th-12th Breakfast	\$ 2.20	\$ 0.05	2.33%
Staff Breakfast	\$ 2.75	Staff Breakfast	\$ 2.75	\$ -	0.00%
Guest Breakfast	\$ 2.75	Guest Breakfast	\$ 2.75	\$ -	0.00%
PK-6th Lunch	\$ 3.20	PK-6th Lunch	\$ 3.30	\$ 0.10	3.12%
7th-12th Lunch	\$ 3.40	7th-12th Lunch	\$ 3.55	\$ 0.15	4.41%
Staff Lunch	\$ 4.60	Staff Lunch	\$ 4.60	\$ -	0.00%
Guest Lunch	\$ 4.60	Guest Lunch	\$ 4.60	\$ -	0.00%
Milk	\$ 0.40	Milk	\$ 0.40	\$ -	0.00%
Seconds	\$ 1.25	Seconds	\$ 1.25	\$ -	0.00%

ARAPAHOE-HOLBROOK Public Schools Staff Handbook 2024-2025



Arapahoe-Holbrook Public Schools
610 Walnut St.
Arapahoe, NE 68922
Phone: (308) 962-5458
Fax: (402) 962-7481

<https://www.arapahoewarriors.org/>

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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

(Bd Policy # 3053)

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: Robert Drews
 Title: Superintendent
 Address: 610 Walnut Street Arapahoe, NE 68922
 Telephone: 308-962-5458
 E-mail: bob.drews@arapahoewarriors.org

For further information on notice of nondiscrimination, visit <https://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html> for the address and phone number of the office that serves your area or call 1-800421-3481.

For additional prohibited discrimination and related information, please review Bd Policy 3053: Nondiscrimination.

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs		
Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; gender equity/identity or preference	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity / identity or preference	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

DRUG-FREE WORKPLACE REQUIREMENTS

(Bd Policy # 4002)

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

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

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

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

SECTION ONE: STAFF DIRECTORY

Members of the Board of Education:

Dan Warner.....	President
Chad Carpenter.....	Vice President
Erick Lee.....	Board Member
Nancy Schutz.....	Board Member
Rod Whipple.....	Board Member
Leigh Zodrow.....	Board Member

Administrative Staff:

Robert Drews.....	Superintendent
Benjamin Ellis.....	Elementary Principal
Rudy Perez.....	Jr./Sr. High School Principal

Office Staff:

Cassie Hilker..... Business Mgr
Casie Helms.....Data Manager
Krissy Deisley.....Building Secretary
Reid Stagemeyer.....Technology Director

Elementary School Teaching Staff:

Preston Blackmore.....Physical Education
Heather Doggett.....Preschool
Shasta Hambidge.....Grade 2
Katie Helms.....Title I
Dale Henderson.....Grade 4
Elizabeth Klein.....Media Specialist/Title I
Kara KrejdlGrade 3
Valerie Leising.....Vocal Music
LeAndra Monie.....Guidance Counselor
Brandon Mues.....Grade 5
Emily Pearson.....Kindergarten
Ashley Picquet.....Art
Bailey Schneider.....Grade 6
Lisa Schutz.....Grade 1
Allison Sharp.....Instrumental Music
Heidi Thomas.....Special Education
Nicole Warner.....Speech/Lang. Pathologist

Jr./Sr. High School Teaching Staff:

Preston Blackmore.....Physical Education
Lynn Crosley.....Business
Riley Dirgo.....English/Language Arts
Cali Gunderson.....Science
Chandler Hambidge.....Agriculture
Stefanie Hoefs.....Mathematics
Amy Huxoll.....Special Education/Biology
Elizabeth Klein.....Media Specialist
Dustin Kronhofman.....Social Studies/Phys. Educ.
Valerie Leising.....Vocal Music
LeAndra Monie.....Guidance Counselor
Ashley Picquet.....Art
Jenaya Pierce.....Science
Allison Sharp.....Instrumental Music
Kaitlin Spaulding.....Family Consumer Science
Reid Stagemeyer.....Computer Tech./Mathematics
John Strand.....Mathematics
Nicole Warner.....Speech/Lang. Pathologist

Food Services:

Thersa Shearer..... Co-Head Food Service
Brenda Goshert.....Co-Head Food Service
Shauna Hilker..... Food Service Staff
Vicki Larson Food Service Staff
Thomas Adams..... Food Service Staff
April Taylor..... Food Service Staff

Maintenance/Custodial:

Seneca Huxoll..... Head Custodian
Cheryl Chambers.....Custodial Staff
Jean Bockerman.....Custodial Staff
James Foley.....Custodial Staff
Buck Franssen.....Head Maintenance

Support Staff:

Kelli Breinig.....Elementary Paraeducator
Star Corbin.....Secondary Paraeducator
Julie Lambert.....Elementary Paraeducator
Christina Maaske.....Secondary Paraeducator
Dawn Odell.....Elementary Paraeducator
Sonya Sitorius.....Elementary Paraeducator
Lesli Weatherwax.....Elementary Paraeducator
Lynze Weatherwax.....Elementary Paraeducator
??????????.....Elementary Paraeducator
??????????.....Elementary Paraeducator

Transportation Department:

Julie Eidson..... Transportation Director
Lynn Crosley..... Route Driver
Casie Helms..... Route Driver
Amy Huxoll.....Route Driver
CeCe Loganbill..... Route Driver
Dawn Odell.....Route Driver
Dennis Roskop..... Activity Driver
Kent Tidyman..... Activity Driver

SECTION TWO: POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.** The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

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

Agents, Salesmen, and Other Business Representatives

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

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

Announcements and Circulars

No announcements shall be made by any school group without authorization of the principal or superintendent. Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

The school day for the students typically begins at 8:00 am. and ends at 3:40 pm. Monday through Thursday. Friday dismissal is at 2:30pm. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 20 minutes after the school day ends. Supervision in the lunchroom begins at 7:30 a.m. and on the playground at 7:40 a.m. Children who walk, or children who are dropped off to school

should not arrive before this time unless special arrangements have been made for supervision inside the school building. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

Students may not enter the school building before 7:30 a.m. The doors will remain locked until that time. Students shall not remain in the building after school has been dismissed, unless they are under the supervision of a teacher or sponsor. A bell will ring at 8:00 a.m. indicating the start of the school day.

Bell Schedule (Jr./Sr. High School)

AHPS Jr/Sr High School 2024-2025 Regular Bell Schedule (M-TH)		AHPS Jr/Sr High School 2024-2025 Friday (2:30) Bell Schedule		AHPS Jr/Sr High School 2024-2025 1:30 Dismissal Bell Schedule (PT Conf/Inservice)	
Period 1	8:00 - 8:50	Period 1	8:00 - 8:43	Period 1	8:00 - 8:40
Period 2	8:50 - 9:40	Period 2	8:43 - 9:26	Period 2	8:40 - 9:15
Period 3	9:40 - 10:30	Period 3	9:26 - 10:09	Period 3	9:15 - 9:50
Period 4	10:30 - 11:20	Period 4	10:09 - 10:52	Period 4	9:50 - 10:25
Period 5	11:20 - 12:10	Period 5	10:52 - 11:35	Period 5	10:25 - 11:00
Period 6	12:10 - 1:30 <small>* JH Lunch A 12:15-12:45 / JH Lunch B 12:20-12:50 * HS Lunch A 12:25-12:55 / HS Lunch B 12:30-1:00</small>	Period 6	11:35 - 12:18	Period 6	11:00 - 11:35
Period 7	1:30 - 2:20	Period 7	12:18 - 1:31 <small>* JH Lunch A 12:18-12:48 / JH Lunch B 12:20-12:50 * HS Lunch A 12:25-12:55 / HS Lunch B 12:30-1:00</small>	Period 7	11:35 - 12:10
Period 8	2:20 - 2:50 (Warrior Time)	Period 8	1:31 - 1:47 (Warrior Time)	Period 9	12:10 - 1:30 <small>* JH Lunch A 12:15-12:45 / JH Lunch B 12:20-12:50 * HS Lunch A 12:25-12:55 / HS Lunch B 12:30-1:00</small>
Period 9	2:50 - 3:40	Period 9	1:47 - 2:30		

Board Policies, Rules, and Directives

(Bd Policy # 1002)

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. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district’s website and in the main administrative office. **By signing the Staff Handbook Form, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Link: www.arapahoewarriors.org (Follow - Documents / District / AHPS Board Policies)

Child Abuse

(Bd Policy # 4054)

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

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

Complaint Procedure

(Bd Policy # 2006)

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably

believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
 - d) This appeal must be in writing.

- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
 - f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation.

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

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

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

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

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

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

Bad Faith or Serial Filings

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

Computers and the Internet: Acceptable Use by Staff

(Bd Policy # 4012)

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

Conflict of Interest

(Bd Policy # 4053)

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

Contact Information

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

Copyright and Fair Use

(Bd Policy # 3020)

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/studentcopyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

(Bd Policy # 4018)

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

(Bd Policy # 3041)

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 (Long-Term)

Long-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. Long-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

(Bd Policy # 3053)

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: Robert Drews at (308) 962-5458, bob.drews@arapahoewarriors.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Robert Drews at (308) 962-5458, bob.drews@arapahoewarriors.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent Robert Drews at (308) 962-5458, bob.drews@arapahoewarriors.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

(Bd Policy # 4060)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members must provide their driver's license to the superintendent's secretary before the start of every school year. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones or other electronic communication devices 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

(Bd Policy # 4041)

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

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days designated by administration to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing. The superintendent or principal shall maintain the

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

Drug and Alcohol Testing

(Bd Policy # 4002)

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

Duty to Report

School personnel shall self-report any of the following to the District’s Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the Substitute for child abuse and/or neglect;
- Any complaint or other administrative filing against the Substitute that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the Substitute’s driver’s license or ability or authority to operate a motor vehicle if the Substitute’s job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

(Bd Policy # 4060)

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to emails, instant messages, or text messages. The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees’ duties and responsibilities.

Expenses

(Bd Policy # 2007)

The board 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 vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval. All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

(Bd Policy # 4011)

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

Intellectual Property

(Bd Policy #4020)

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

(Bd Policy # 4016)

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty,

but not compensation for expenses. An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours 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. Under no circumstances are staff to loan keys to students or anyone not employed by AHPS. Each classroom teacher must check that the doors in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

(Bd Policy # 4062)

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should email maintenance & building administrator requests just as soon as they need or see a maintenance problem.

Meals Program

(Bd Policy # 3012)

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.25 per day. The lunch price includes one carton of milk. Extra cartons cost \$0.40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

(Bd Policy # 4011.1)

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

(Bd Policy # 4045)

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

News and Press Releases

(Bd Policy #3017 - Official Communication with the Public)

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 administration for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

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

Obligations Related to American Civics Instruction

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

Outside Employment

(Bd Policy # 4008)

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.

Parking

Staff members have the east parking lot reserved for them. Students are not to park their cars in the staff lot. 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.

Personnel File

(Bd Policy # 4007)

AHPS shall maintain a personnel file for each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for

review within a reasonable period of time of the employee's request. Employees may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties, or an attorney representing the board of education or administration, shall be granted access to employees' personnel files.

Political Activities

(Bd Policy # 4044)

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

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

Pregnant or Parenting Students

(Bd Policy # 5008)

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

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

Professional Boundaries Between Staff and Students

(Bd Policy # 4043)

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

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

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

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

Professional Growth

(Bd Policy #4032)

All certificated staff must complete six units (60 hours) every six years 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

(Bd Policy # 3036)

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

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

Records and Reports

(Bd Policy # 5016)

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

(Bd Policy # 3059)

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 3059 for information on recording by students.

SafeSchools Trainings

All staff members will be required to complete online SafeSchools trainings throughout the school year. All required SafeSchool trainings will be determined by the superintendent or his/her designee and will be made available to staff according to the negotiated agreement.

School Activity Calendar

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

School Property

(Bd Policy #3014)

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

(Bd Policy #4060 / #5005)

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation

plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

(Bd Policy # 3040)

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 doors that they or students under their supervision may have used.

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

Smoking on School Premises or at School Activities

(Bd Policy # 3016)

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

Sniffer (Drug) Dogs

(Bd Policy # 3045)

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

(Bd Policy #4051)

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide

information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

(Bd Policy # 4008)

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

Staff Workroom

The staff workroom 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 workroom in an orderly and presentable condition.

Student Interviews

(Bd Policy # 5022)

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

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency. Staff members' use of personal cell phones during class time is not to interfere with or disrupt expected duties.

Threat Assessment and Response

(Bd Policy # 3039)

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. Definitions

- a. A threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual

poses a danger to the safety of school staff, students or other members of the school community.

- i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principals, school counselors, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- 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.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

Ticket Taking

All staff may be expected to take tickets at one time or another at home events. Staff members who coach/sponsor a sport/activity 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. The pay rate for taking tickets is determined by the negotiated agreement.

Transportation Request Forms

Staff members must email transportation requests to the transportation director & building administrator as soon as they know they need school-provided transportation to allow the transportation director adequate time to schedule drivers and vehicles.

Visitors

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

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

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

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

(Bd Policy #3013 / #5001 / #6026)

If school is called off because of bad weather or for any other reason, it will be announced on KHGI (NTV), local radio stations, District Website & Social Media Pages, and AHPS messaging systems.

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

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in

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

SECTION THREE: POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

Arapahoe-Holbrook Public Schools (AHPS) utilizes Discretionary Leave in lieu of Sick/Personal/Bereavement/etc. leave according to the Negotiated Agreement for the 2023-2024 school year. Certificated Staff - Full time (1.0) certificated staff are provided 12 days annually, accumulative to 40 days. Staffing less than 1.0 FTE will have proportionate leave available. Classified Staff - Classified staff will be provided Discretionary Leave according to the Classified Staff Employee Benefit Schedule. Leave may only be taken in 2-hour/0.25 day, 4-hour/0.50 day, or 8-hour/1.00 day increments.

1. **Discretionary Leave (Illness)**

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

2. **Discretionary Leave (Personal)**

Certified staff who wish to take Discretionary leave for personal purposes must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny such leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take Discretionary leave adjacent to a school break, unless it is approved by the superintendent. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday. Staff members may not take Discretionary leave or make predetermined appointments during in-service days, unless it is approved by the superintendent.

3. **Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal & superintendent, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. **Substitute Folders**

Each teacher will be provided a substitute folder to be kept in a drawer of his/her desk. When absent, the teacher will make the folder available to the sub. The folder will contain:

- a.) Attendance Procedure
- b.) Roster/s
- c.) Accommodations
- d.) Medical
- e.) Schedule
- f.) Classroom Rules
- g.) Safety Plans
- h.) Feedback Form
- i.) Handbook
- j.) Calendar
- k.) Other relevant information at teacher's discretion

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

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order. All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

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

Certificates, Teacher Contracts, Salary Information

(Bd Policy #4022)

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. I-9 form,
- c. withholding form W-4, and
- d. 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

Students caught cheating (including plagiarizing) may be sent to the building principal for administrative discipline. The administration will work with the classroom teacher to determine appropriate consequences which could include a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form, their inventory, pay their lunch bill, 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.

Classroom Management and Student Discipline

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

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

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

In cooperation with administrators, students may be removed 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 may not dismiss classes early except by permission of the building principal.

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

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

Classroom Sanitation

1. Handling of Body Fluids

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

2. Infectious Diseases

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

Coaching Supplies

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

Coaches must fill out and submit inventory forms to the superintendent's secretary immediately after the season is complete.

Collection of Money

(Bd Policy #3002/)

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 Arapahoe-Holbrook Public Schools, unless otherwise instructed. When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment unless it is approved by the building principal first.

Community Involvement

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

Display of Classroom Work in the School and the Community

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

Duties of Certified Staff

(Bd Policy #4024)

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

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff workroom.

- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis beginning on the 3rd full week of each semester. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning the 3rd week of each semester, classroom teachers must submit the names of all students who are failing a class to the office by 9:00 am on the first school day that week. The first time each quarter that a student fails to meet the criteria for being eligible, he/she will be extended a one-week "grace period" of eligibility to raise their grades to meet this policy. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

- All interscholastic contests, including but not limited to, athletics, FCCLA, FFA, speech contests, and similar organizations or events.
- Cheerleading.
- Music competition, performances (except concerts required for grades in the class), and clinics.
- Other activities deemed appropriate by the principal.

Weekly Eligibility: Each Monday at 9:00 the building principal will check all grades for students in grades 7-12. If a student is FAILING ONE subject they will be required to call home and inform their parents/guardians they are failing a subject. The students failing one subject will be eligible to participate in activities for that week.

- a. A high school student is deemed ineligible for the week's activities if they are FAILING TWO OR MORE subjects during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which occurs at the start of the next week. If a child is ineligible several times they will continue to call with each instance to make sure there is no miscommunication.
- b. A junior high school student is deemed ineligible for the week's activities if they are FAILING ONE CORE SUBJECT or ANY TWO COURSES during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which occurs at the start of the next week. If a child is ineligible several times they will continue to call with each instance to make sure there is no miscommunication.

Evacuations

(Bd Policy #3040)

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. A yearly schedule for Fire/Tornado/SRP drills will be provided to the staff for reference.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff will 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 lights and close the door as he or she leaves.
- b) Classroom teachers will take their emergency backpacks and class grade books with them when they leave their classrooms.
- c) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- d) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- e) 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)

The signal to return to the school building will be given by administration. 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 area, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. **Protocol for all Evacuations**

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

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

Evaluations

(Bd Policy #4030 / #4031)

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's formal evaluation form are contained at the end of this handbook.

Extracurricular Activities

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

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

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

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action. No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Faculty Meetings

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

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the principal at least 10 calendar days prior to the date of the requested activity. Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

A student is to be graded on academic performance. A student's grade is not to be reduced for discipline except for situations involving cheating/plagiarism. Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student. Teachers should provide students and parents with frequent updates regarding the student's progress during the semester.

Grades are given as a letter or percentage as requested by the building principal. Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

1. Grading periods of approximately nine (9) weeks shall be used four (4) times per year for grades K-8. Grading periods of approximately sixteen (16) weeks (semester) shall be used for grades 9-12 with progress reports showing grades shall be provided approximately nine (9) weeks after the start of each

semester. If a student fails the first semester, he/she may sign an agreement to earn a full year of credit by meeting an agreed upon mark for the second semester.

2. Achievement marks shall be given on a numerical basis for all grades 1-12, with the marks of 69 or lower considered a failure. A special grading report for the Kindergarten, on a different basis, shall be used.

Kindergarten

Progress report on various skills provided by teacher.

1st-12th Grade

A	93 - 100
B	86 - 92
C	78 - 85
D	70 - 77
F	Below 70

Guest Lecturers

(Bd Policy # 3056)

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

Hall Duty

(Bd Policy #4024)

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

Homework Policy

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

Instructional Materials

Instructional materials are made available through a variety of different vendors. A catalog and order forms will be made available to all members. Video should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

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

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

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

Students may use the media center during study halls, at lunch, and after school. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist. Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by making a request to 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

(Bd Policy # 5019)

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

Planners/Passes

Student Planners may be used to function as students' make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without their planners or a pass signed by the instructor. Every time a student leaves class during class time, it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. 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 in the student's planner stating why the student was late, rather than sending the student to the office for a tardy slip.

Planning Time

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

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time should not be used on a regular basis for running personal errands, conducting personal business, or pursuing nonschool hobbies and/or interests. Should such be necessary, permission from administration in advance is required.

PowerSchool

All teachers/classroom aides will be required to use PowerSchool SIS for attendance and record keeping with grades. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period/beginning session.

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, should contact the technology director or building administration.

Private Tutoring

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

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

Projection Maps

(Bd Policy # 6042)

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

1. Each classroom teacher must keep a set of records of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades.
2. Report cards will be issued within two weeks following the start of the next quarter unless otherwise announced in grades K-6.
 - 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) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

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

School Day

All certified staff must be at school or on duty between the hours of 7:30 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 after the students have vacated the building. 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 the assigned area and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods. Personal work may not be done regularly during school time.

Sponsors

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

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

(Bd Policy # 5024)

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse or authorized school staff may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. If the administration is unable to find a substitute teacher at a particular given time, it may assign another regular teacher to the vacant position. The regular teacher assigned shall receive the compensation according to the negotiated agreement.

Teaching Controversial Issues

(Bd Policy #6013)

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Workbooks do not become the property of the students and in most cases should be retained by the school.

Website and Newsletter

Teachers will be expected to contribute articles or posts related to classroom activities through the website and social media outlets.

SECTION FOUR: POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

(Bd Policy #4038)

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.

Absences

The accumulation of leave for classified staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. Leave is managed according to the designated category for each employee and is commensurate with the FTE for that individual. This handbook sets forth the process for using that leave:

1. Discretionary Leave (Illness)

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

2. Discretionary Leave (Personal)

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

Holidays

Employment Terms for Classified Staff. 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

(Bd Policy # 4050)

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 permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Reporting When School is Closed

(Bd Policy # 4010)

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** only 12 month staff should report to work unless specifically directed not to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless specifically requested to do so by the superintendent.
- c) **Food Service staff** should not report to work unless specifically requested to do so by the superintendent.
- d) **Bus Drivers** should not report to work unless specifically requested to do so by the superintendent.
- e) **Custodians/Maintenance staff** are expected to report to work upon confirmation with the superintendent.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first four months of employment. After the completion of the last day of the fourth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment. Classified employees shall not be paid for any unused vacation days in the event of termination of employment.

SECTION FIVE: FORMS

4051

Staff and District Social Media Use

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. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Warrior Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business

purpose. Staff members may not use “official” accounts for personal use.

2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member’s supervising administrator.

B. Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.

3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

4012 Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

3057 Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at: Title IX Coordinator, Superintendent Robert Drews, Arapahoe-Holbrook Public Schools 610 Walnut Street, Arapahoe, NE 68922, 308-962-5458, bob.drews@arapahoewarriors.org. The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: www.arapahoewarriors.org. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Response to Sex-based Harassment.

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

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

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

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

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work,

or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

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

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

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

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

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Generally relevant evidence is permissible, but does not include:

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

Determining Whether Sex Discrimination Occurred. The school district will:

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

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

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

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

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

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

Appeal. The school district will provide the parties the opportunity to appeal the decision maker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals

under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

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

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

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

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

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

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

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

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

FORMAL COMPLAINT FORM

Formal complaints must be submitted by a complainant or the Title IX Coordinator. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. Formal Complaints must be filed with the Title IX Coordinator in accordance with board policy.

Complainant* _____

Respondent(s)* _____

Summary of Alleged Sexual Harassment (attach additional pages as needed)* _____

Location of Alleged Sexual Harassment _____

Date(s) of Alleged Sexual Harassment _____

Other Individuals with Relevant Information or Knowledge









Do You Request an Investigation* **Yes** **No**

Signature of Complainant or Title IX Coordinator

Date

2024-25 AHPS Calendar
Approved 1/8/24

ARAPAHOE PUBLIC SCHOOL						
2024-2025 School Calendar						
August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
September 2024						
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October 2024						
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27	28	29	30	31		
November 2024						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
December 2024						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				
January 2025						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
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26	27	28	29	30	31	
February 2025						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
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March 2025						
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30	31					
April 2025						
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27	28	29	30			
May 2025						
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June 2025						
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29	30					
July 2025						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PERIOD SCHEDULES	
	No School
	1:30pm Dismiss - Inservice
	NSAA Moratorium
	Staff Workday/In-Service
	Monday thru Thursday Schedule
	2:30pm Dismiss (Friday Schedule)
	1:30pm Dismiss - PT Conf 2:00-5:00/5:30-8:00
	End of Quarter
	PK Start and End

August 2024
12th Fall Sports Practice Begins
9th, 12th-13th Staff Workday/In-Service Days
14th Start of School (K-12)
19th Start of School (PK)
28th - 1:30 Dismissal - Staff Inservice
(13-Student; 16-Teacher)

September 2024
2nd - NO SCHOOL (Labor Day)
18th 1:30 Dismissal - Staff Inservice
26th 1:30 pm Dismissal - PTCConference 2pm-5pm
& 6pm-8pm
27th - NO SCHOOL
(19-Student; 19-Teacher)

October 2024
9th - 1:30 Dismissal - Staff Inservice
18th - End of 1st Quarter (46 Student Days)
24th - 2:30 pm Dismissal
25th & 28th - NO SCHOOL (Fall Break)
(21-Student; 21-Teacher)

November 2024
18th - Winter Sports Practice Begins
27th - 2:30 pm Dismissal
28th & 29th - NO SCHOOL (Thanksgiving Break)
(19-Student; 19-Teacher)

December 2024
20th - 2:30 pm Dismissal
20th - End of 2nd Quarter (41 Days) (87 Days Sem 1)
23rd thru 31st - NO SCHOOL (Semester Break)
22nd thru 26th - NSAA Moratorium (No Activities)
(15-Student; 15-Teacher)

January 2025
1st - 3rd - NO SCHOOL (Semester Break)
6th - NO SCHOOL (Staff Workday/In-Service)
7th - Start of 2nd Semester
22nd - 1:30 Dismissal - Staff Inservice
(19-Student; 20-Teacher)

February 2025
6th - 1:30 pm Dismissal - PTCConference 2pm-5pm
& 6pm-8 pm
7th - NO SCHOOL
20th - 2:30 pm Dismissal
21st - NO SCHOOL (Winter Break)
26th - 1:30pm Dismissal - Staff In-Service
(18-Student; 18-Teacher)

March 2025
3rd - Spring Sports Practice Begins
12th End of 3rd Quarter (45 Days)
12th - 2:30 pm Dismissal
13th & 14th - NO SCHOOL (Spring Break)
(19-Student; 19-Teacher)

April 2025
2nd - 1:30 Dismissal - Staff Inservice
17th - 2:30 pm Dismissal
18th & 21st - NO SCHOOL (Easter Break)
23rd - NO SCHOOL (Home Track Meet)
(19-Student; 20-Teacher)

May 2025
14th - Seniors Last Day
15th - End of PK School Year
17th - Graduation 2:00 pm
22nd - 2:30 pm Dismissal, End of School Year (K-11)
22nd - End of 4th Quarter (46 Days) (91 Days Sem 2)
23rd - Staff Workday
(16-Student; 17-Teacher)

178 Student Days
184 Certified Staff Days

AHPS CERTIFIED EVALUATION INFORMATION

AHPS follows state laws and regulations in the scheduling of evaluation for Certified personnel. A certificated administrator will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. AHPS uses the Network for Educator Effectiveness system. Administrators will provide details on the system to staff during meetings at the start of the year, but information about the criteria used is included on the following pages for reference:

**AHPS STAFF HANDBOOK
ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Arapahoe-Holbrook Public Schools 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

**ARAPAHOE-HOLBROOK
Public Schools
Student-Parent Handbook
2024-2025**



Arapahoe-Holbrook Public Schools
610 Walnut St.
Arapahoe, NE 68922
Phone: (308) 962-5458
Fax: (402) 962-7481

<https://www.arapahoewarriors.org/>

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WELCOME

The members of the Board of education, faculty and administration welcome you to the 2024-2025 school year. It is our hope that this year will be educational, prosperous, and enjoyable for you, THE STUDENT. The purpose of this handbook is to give each student/parent/guardian a ready reference to the rules, regulations, and general information about Arapahoe-Holbrook Public Schools. Many conflicts between students, teachers, and/or administration are the result of one or more of the parties not knowing or understanding policies and procedures. Our hope is these situations will be avoided with this handbook. Please read your handbook carefully and have your parents read it, also. If there are any questions, do not hesitate to contact school personnel. Do not forget to check out our school website at **arapahoewarriors.org** for all the latest news, including lunch menus, activity calendars, and daily announcements.

MISSION STATEMENT

OUR ONGOING MISSION IS TO EDUCATE, SUPPORT, CHALLENGE AND EMPOWER
ALL STUDENTS

GOALS AND OBJECTIVES

The primary goals and objectives of the AHPS shall be to provide all children of the Arapahoe-Holbrook School District with the privilege of the best education possible, wherein each may develop wholesome attitudes, ideals, and concepts for better living in our democracy. Education in the Arapahoe-Holbrook Public Schools must serve the individual pupil in light of his/her capacities and abilities, and provide a suitable and well-balanced learning environment in the areas of physical, mental, emotional, cultural, social, moral and spiritual maturity. The public schools of Arapahoe shall be concerned with the knowledge of subject, with an understanding of, and an interest in, children themselves, their growth, interests, needs, and unique personalities. The kind of society developed in any culture is an outgrowth of the system of values held by the people who make up that culture. It is a responsibility of the schools to help make up that culture. It is also a responsibility of the schools to make clear to all pupils the nature and meaning of the democratic values we live by, and to develop a deep and abiding loyalty to those values that result in personal commitments. Pupils should have a thorough knowledge and understanding of our American Heritage; of individual liberty and the social, political, and economic benefits derived from it. The Arapahoe-Holbrook School District will be responsible to the statutes of the State of Nebraska and the United States of America.

NON-DISCRIMINATION 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 (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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

TITLE IX SEXUAL DISCRIMINATION GRIEVANCE PROCEDURES

GENERALLY

All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.

RESPONSE TO A FORMAL COMPLAINT

1. *Filing Formal Complaint:* An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

Mr. Robert Drews
610 Walnut Street, Arapahoe NE 68922
(308) 962-5458
bob.drews@arapahoewarriors.org

The formal complaint must be signed by the complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**

2. *Immediate Actions upon Receipt of Formal Complaint*: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties of (A): The complaint procedure as outlined in this regulation; and (B): Notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident. The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.
3. *Investigation of Formal Complaint*: Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involves possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation. The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.
- a. *Neutrality*: The Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - b. *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:
 - i. Providing the parties with the opportunity to present witnesses and provide evidence.
 - ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

- iii. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
 - iv. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)
- c. Rights of the Parties: The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
 - The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
 - The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.
 - The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.
 - Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
 - The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the

investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

- d. **Conclusion of Investigation:** Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider. Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. *Decision of Responsibility:* The decision-maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision-maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision-maker has considered the written questions of the parties, if any, the decision-maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

- a. Identification of the allegations potentially constituting sexual harassment;
- 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, and methods used to gather evidence;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of each recipient's code of conduct to the facts;
- e. A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- e. The recipient's procedures and permissible bases for the complainant and respondent to appeal.
- f. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

5. *Supportive Measures and Disciplinary Actions:* Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are nondisciplinary, 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 recipient'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 to deter sexual harassment. Supportive measures may include, but are not limited to, 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 shall 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.

At the conclusion of the investigation, the decision-maker may institute disciplinary measures to the respondent if the decision-maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out- of-school suspension, expulsion, and in the case of an employee, disciplinary action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant or respondent violated the student code of conduct. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

APPEALS

If either party is not satisfied with the outcome of the investigation and the decision of the decision- maker, they may appeal on the following basis:

1. Procedural irregularity that affected the outcome of the matter;
2. 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
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools. Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of, or challenging the outcome. The Superintendent of Schools shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.

INFORMAL RESOLUTION

If a formal complaint is filed, the District may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, 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, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary written consent to the informal resolution process; and
3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

RECORD KEEPING

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.

TITLE I TARGETED ASSISTANT SCHOOL PARENT NOTICE

Arapahoe-Holbrook Elementary School is a Title I Targeted Assistant School. As such, parents of students attending school in the district may request, and the district will provide to the parents in a timely manner, information regarding the professional qualifications of the student's teacher(s) and paraprofessional(s).

TITLE I PARENTAL AND FAMILY ENGAGEMENT POLICY:

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would

- include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
 4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
 5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
 6. 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.
 7. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

ADMISSION TO SCHOOL

Nebraska State Law requires that every child be fully immunized against diphtheria, tetanus, pertussis, (whooping cough), polio, measles, mumps, and rubella and have completed the Hepatitis B series before entering school. However, if parents/guardians have an objection to this requirement, Nebraska State Law provides a waiver to these requirements. These waivers must be filled out completely and turned into the office.

PHYSICALS: State Law mandates physical examinations for pupils entering Kindergarten and seventh grade, and who enroll from out of state. Seventh grade physicals can be covered by athletic physicals.

SCHOOL VISION EVALUATION: A school vision examination is required for all children within six months prior to entering Nebraska schools for the first time (includes beginner grades including Kindergarteners, transfers, and other students new to Nebraska). [Nebraska Revised Statute 79-214] (Physical and/or Vision Wavier, See Appendix IV)

GRADE PLACEMENT AND CLASSIFICATION OF STUDENTS: In high school, a pupil must have earned fifty (50) credit hours and attended an approved high school for two semesters to be classified a sophomore, one-hundred ten (110) credit hours and attended an approved high school for four semesters to be classified a junior and one-hundred sixty (160) hours and attended an approved high school six semesters to be classified a senior.

SCHOOL HOURS

Classes at the school begin at 8:00 a.m. and school is dismissed for all students at 3:40 p.m. (2:30 pm on Friday) Students should arrive at the school grounds no earlier than 7:30 a.m.

AHPS Jr/Sr High School 2024-2025 Regular Bell Schedule (M-TH)		AHPS Jr/Sr High School 2024-2025 Friday (2:30) Bell Schedule		AHPS Jr/Sr High School 2024-2025 1:30 Dismissal Bell Schedule (PT Conf/Inservice)	
Period 1	8:00 - 8:50	Period 1	8:00 - 8:43	Period 1	8:00 - 8:40
Period 2	8:50 - 9:40	Period 2	8:43 - 9:26	Period 2	8:40 - 9:15
Period 3	9:40 - 10:30	Period 3	9:26 - 10:09	Period 3	9:15 - 9:50
Period 4	10:30 - 11:20	Period 4	10:09 - 10:52	Period 4	9:50 - 10:25
Period 5	11:20 - 12:10	Period 5	10:52 - 11:35	Period 5	10:25 - 11:00
Period 6	12:10 - 1:30 <small>* JH Lunch A 12:15-12:45 / JH Lunch B 12:30-12:50 * HS Lunch A 12:25-12:55 / HS Lunch B 12:30-1:00</small>	Period 6	11:35 - 12:18	Period 6	11:00 - 11:35
Period 7	1:30 - 2:20	Period 7	12:18 - 1:31 <small>* JH Lunch A 12:18-12:48 / JH Lunch B 12:30-12:50 * HS Lunch A 12:25-12:55 / HS Lunch B 12:30-1:00</small>	Period 7	11:35 - 12:10
Period 8	2:20 - 2:50 (Warrior Time)	Period 8	1:31 - 1:47 (Warrior Time)	Period 9	12:10 - 1:30 <small>* JH Lunch A 12:15-12:45 / JH Lunch B 12:20-12:50 * HS Lunch A 12:25-12:55 / HS Lunch B 12:30-1:00</small>
Period 9	2:50 - 3:40	Period 9	1:47 - 2:30		

STUDENT ATTENDANCE

ATTENDANCE: Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

CIRCUMSTANCES OF ABSENCES – DEFINITIONS: The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

SCHOOL ABSENCE: Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

- a. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.

b. PowerSchool Codes:

- "S" - School Activity
- "CV" - College Visit
- "ADM" - Administration Excused
- "ISS" - In-School Suspension
- "OSS" - Out of School Suspension
- "RL" - Remote Learning (Present - not an absence)
- "PA" - Present Alt-Site (Present - not absence)

c. Other absences as determined by the principal or the principal's designee.

NOT SCHOOL ABSENCE: Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

1. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
2. Other absences are those in which the parent has not communicated a reason for the student's absence.
3. *PowerSchool Codes:*

- "PCA" - Parent Excuse Absence - Parent Called
- "APPT" - Appointment
- "USC" - Unexcused Absence

ABSENCE PROCEDURE: In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above-defined absence circumstances.

MANDATORY AGE OF ATTENDANCE (POLICY NO. 5008.1): A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

EXCEPTIONS FOR YOUNGER STUDENTS. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year. If the child's parent or guardian has signed and filed with the school district, in which the child resides, an affidavit (Appendix III) stating either:

1. That the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or
2. That the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval

requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79- 1601(3) on or before the child's seventh birthday.

EXCEPTIONS FOR OLDER STUDENTS: Attendance is also not mandatory for a child who:

1. has obtained a high school diploma by meeting statutory graduation requirements;
2. has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or
3. has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

EARLY WITHDRAWAL FOR STUDENTS ENROLLED IN ACCREDITED OR APPROVED

SCHOOLS: A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

EXIT INTERVIEW: The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in AHPS or resides in the AHPS District and is enrolled in a private, denominational, or parochial school. The exit interview shall be personally attended by:

1. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
2. the person who has legal or actual charge or control of the child who requested the exit interview;
3. the Superintendent or Superintendent's designee;
4. the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
5. any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that:

1. the person has legal or actual charge or control of the child and
2. the child would be withdrawing due to either:
 - a. financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
 - b. an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in

the future. Any other relevant information may be presented and discussed by any of the parties in attendance. At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

WITHDRAWAL FORM: Any withdrawal form signed by the person making the written request shall be valid only if:

1. the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
2. the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either: a. financial hardship, or b. an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools): A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

EXCESSIVE ABSENTEEISM: Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child. When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances; one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

1. Illness related to physical or behavioral health of the child.
2. Educational counseling;
3. Educational evaluation;
4. Referral to community agencies for economic services;
5. Family or individual counseling; and

6. Assisting the family in working with other community services. If the parent/guardian refuses to participate in such a meeting, the principal shall place documentation of such refusal in the child's attendance records.

REPORTING AND RESPONDING TO EXCESSIVE ABSENTEEISM: Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

Parents will be notified by letter when their child has incurred 5 cumulative absences, 8 cumulative absences and 10 cumulative absences in a semester as well as 20 cumulative absences in a school year. An Attendance Improvement Plan meeting will be held with the building principal when a student accumulates 8 absences during any one semester. When a student accumulates more than 10 absences in any one semester, the building principal will notify the County Attorney in writing.

REPORTING EXCESSIVE ABSENTEEISM TO THE COUNTY ATTORNEY: The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than ten (10) absences per semester or twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney.

REPORTING ABSENCES: If a student is absent from school, a parent/guardian must call the school (308-962-5458) between the hours of 7:30 a.m. and 8:30 a.m. This phone call serves several purposes; It allows the school to keep informed as to the reason for the absence and proves that the parent knows that their son/daughter is not in attendance. A phone call could save valuable time in the case of potential problems that might arise. Make-up work is the responsibility of the individual student. Make-up slips will be required after the student's return to school. Make-up slips must be signed by the student's teachers. Each day that a student is absent from class they will be given one day plus an additional day to make-up work unless it is under an in- or out-of-school suspension. Maximum total of ten (10) days allowed for make-up work. If a student is ill and absent from school for five successive days, verification from a medical doctor may be required for admittance.

PLANNED ABSENCES/SCHOOL ACTIVITIES: Any extended absence from school means educational loss to the student. All absences should be for genuinely good reasons. Learning is not confined to the classroom, and valuable learning may come from work experience or travel during the regular school year that would necessitate absence from school. However, the student must assume responsibility for making up work that will be missed BEFORE he/she leaves.

GUIDANCE AND COUNSELING SERVICES

It is the aim of Arapahoe-Holbrook Public Schools to meet the needs of all students. To achieve this goal, the school provides a thorough guidance program that includes testing and counseling. Information is secured concerning each student's abilities, aptitudes and interests from these tests that may indicate probable success or failure in various subjects and fields. CUMULATIVE RECORDS: Each student's cumulative records (back the years) are kept in the Guidance Office and District Office so they are readily accessible for the students, parents, teachers and counselor. Cumulative Records over ten years old are electronically stored. These records contain each student's past transcripts, test scores, and health records. According to state law, student records are accessible to the student, his/her parents, and school personnel only. To have records sent to another school, prospective employer, or any other party, an official release form on file in the guidance office must be signed by the parent or guardian.

PARENT/STUDENT OPERATIONAL RESPONSIBILITIES

Student concerns should be taken to the Teacher. He/she is your student's immediate supervisor. It is recommended that the student be present at the time of such meeting. Teachers are on duty from 7:45 a.m. until 4:00 p.m. Monday thru Thursday and from 7:45 a.m. thru 2:45 p.m. on Fridays. All concerns should be addressed during a normal school day. If you do not feel the problem has been resolved, the chain of command should be followed in the following order: Building Principal, Superintendent, then the Board of Education. It is important to follow the Arapahoe-Holbrook Public School chain of command to remediate all concerns.

APPROPRIATE CONCERNS TO DISCUSS WITH TEACHERS:

1. The treatment of your child, mentally, and physically
2. Ways to help your child improve
3. Concerns about your child's behavior issues not appropriate to discuss with teachers:
 - a. Other students

STUDENT RIGHTS AND RESPONSIBILITIES

One of the major goals of the Arapahoe-Holbrook School District is "to promote, in each student, a sense of his/her civic rights and responsibilities." To assist in the implementation and accomplishment of this goal, the AHPS Board of Education has approved policies relating to student conduct. The rules and regulations that govern the rights and responsibilities of students, teachers, and administrators are outlined on the following page. These rules reflect the rights of individuals as set forth in the United

States Constitution, Nebraska State Constitution, the State Board of Education's mandated rules and regulations on procedural due process guarantees, the Arapahoe-Holbrook School District Policies, and recent court decisions.

STUDENT RIGHTS - AS PROVIDED IN STATE STATUTE 79-254 TO 79-294

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents.
5. Student Rights, Conduct, Rules and Regulations Section 1

STUDENT CONDUCT AND DISCIPLINE POLICIES:

The common goal of students, parents, faculty and administration of AHPS is to maintain a school atmosphere that is conducive to learning. In order to achieve this, AHPS will continue to review and distribute a set of reasonable and fair rules and policies.

PREGNANCY/PARENT LEAVE OF ABSENCES:

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

HOMELESS STUDENTS

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Definitions:

1. "School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.
2. "Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

- a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).
3. "Unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.
4. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth. To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.
5. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
6. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.
7. Records: Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:
- a. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
 - b. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
 - c. In a manner consistent with the Federal Education Rights and Privacy Act.

8. Services The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:
- a. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
 - b. Receive appropriate time and training in order to carry out the duties required by law and this policy;
 - c. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
 - d. Ensure that homeless children and youths:
 - e. Are enrolled in school which includes attending classes and participating fully in school activities;
 - i. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - ii. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - iii. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
 - iv. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
 - v. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

9. Dispute Resolution

- a. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
- b. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The District shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth

and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

- c. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

PREGNANT AND PARENTING STUDENTS

Arapahoe-Holbrook Public School recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the District will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons. Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

ALTERNATIVE MEANS TO COMPLETE COURSE WORK: The District will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

LACTATION: The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

MARRIED STUDENTS

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of an individual's protected status. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

CHILD CARE: If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

PRIVACY AND CONFIDENTIALITY: Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law. Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

OTHER ACCOMMODATIONS: Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

BULLYING AND HARASSMENT: Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

HARASSMENT AND BULLYING POLICY

The Arapahoe Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Arapahoe Public School District does not discriminate on the basis of an individual's protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Mr. Robert Drews, Superintendent, 610 Walnut St,
Arapahoe, NE 68922 (308) 962-5458
(bob.drews@arapahoewarriors.org).

Employees and Others: Mr. Robert Drews, Superintendent, 610
Walnut St, Arapahoe, NE 68922 (308) 962-5458
(bob.drews@arapahoewarriors.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

PROHIBITED HARASSMENT, DISCRIMINATION, AND RETALIATION OF EMPLOYEES, STUDENTS AND OTHERS.

1. Purpose: The Arapahoe-Holbrook Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to an individual's protected status that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's protected status, may include, but is not limited to:

- a. Name-calling
- b. Teasing or taunting
- c. Insults, slurs, or derogatory names or remarks
- d. Demeaning jokes
- e. Inappropriate gestures
- f. Graffiti or inappropriate written or electronic material
- g. Visual displays, such as cartoons, posters, or electronic images
- h. Threats or intimidating or hostile conduct
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2 Anti-retaliation: The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others that they are protected from retaliation,

ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures: Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

a. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal

complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate. The District's investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. For allegations involving harassment, some of the factors the district will include:
 - 1) the nature of the conduct and whether the conduct was unwelcome,
 - 2) the surrounding circumstances, expectations, and relationships,
 - 3) the degree to which the conduct affected one or more students' education,
 - 4) the type, frequency, and duration of the conduct,
 - 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment,
 - 6) the number of individuals involved,
 - 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment,
 - 8) the location of the incidents and the context in which they occurred,
 - 9) the totality of the circumstances, and
 - 10) other relevant evidence.
- iv. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- i. A summary of the facts,
- ii. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- iii. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

- b. Level 2 (Appeal to the Superintendent): If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]*
- c. Level 3 (Appeal to the Board): If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days*

after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District

4. Confidentiality: The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training: The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators: Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and

anti retaliation laws and regulations, including the training areas listed above.

- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
 - d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
 - e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
 - f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
 - g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
 - h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
 - i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
 - j. Recommending changes to this policy and grievance procedure.
 - k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.
7. Preventive Measures: The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above. The District also may distribute specific harassment and

violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

STUDENT CONDUCT

It shall be the policy of the Arapahoe-Holbrook Public Schools, in order to comply with the Student Discipline Act, to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

1. Right to notice.
2. Informal conferences.
3. Short-term suspension.
4. Long-term suspension, expulsion, and mandatory reassignment.
5. Immediate removal by the principal.
6. Maximum length of expulsion.
7. Suspension of the enforcement of expulsion.
8. Reports to law enforcement.
9. Release to peace officer.
10. Coordination with other district policies.

If you wish to have a copy of Board of Education policy 5035 "conduct: Student Discipline Procedures" in its entirety, please contact the principal. The Board of Education requires that each and every student maintain a standard of conduct above reproach in school, on school property, and at any school sponsored activity or event. Students shall be expected to conduct themselves in such a way that the rights and privileges of others are not violated. They shall be required to respect constituted authority, to conform to school rules and regulations and to those provisions of law that apply to the conduct of minors and adults.

Any of the following actions in school, on school property including school vehicles, at any interscholastic activity, or during the course of any field trip or other trip or activity sponsored by the Board of Education or its authorized agents shall subject a student to in-school or out of school suspension, loss of membership in that particular organization or activity unless the activity meets as a regular class. The student will not be allowed to participate in any school- sponsored trip for the remainder of the school year or such other activities as the principal may determine:

1. Smoking, vaping (electronic nicotine delivery systems), or chewing tobacco
2. Possessing, consuming, purchasing, or distributing any alcoholic beverage, tobacco product, drug or narcotic. (The police department will be called and the parents notified of such action.)

3. Possessing, consuming, purchasing or distributing an electronic delivery system for nicotine or drugs (the device will be confiscated and destroyed regardless of ownership).
4. Knowing, aiding, abetting, assisting, or concealing the possession, consumption, purchase, or distribution of any alcoholic beverage, tobacco product (including electronic nicotine delivery systems), drug, or narcotic by any other student or students. (The police department will be called and the parents notified of such action.)
5. Stealing or unauthorized possession of school property.
6. Fighting or provoking a fight.
7. Possessing any weapons.
8. Forging or presenting false papers.
9. Willful disobedience. Intentionally defying the valid authority of teachers, sponsors, chaperones, or administrators who are in charge; their instructions must be followed by all students.
10. Disruptive or disrespectful language.
11. Profanity or obscene language.
12. Gambling or extortion.
13. Public display of affection.
14. Verbal abuse to a member of the school faculty or staff.
15. Illegal driving or parking of a vehicle on school campus.
16. The student dress code for regular school attendance must be followed on school-sponsored trips unless changes have been authorized by the school administration and sponsors of the trip.
17. Students will not be allowed to use private cars on school-sponsored trips in going to or returning from the site of the activity. School vehicles only are to be used.
18. At no time on school-sponsored trips will students be permitted to ride around in private cars while in the town where the activity is taking place unless permission has been granted by the sponsors.

CLASSROOM CONDUCT: In the classroom, discipline problems will be the responsibility of the teacher. However, discipline problems with which he or she feels unable to cope will be referred to the principal. Exclusion from the class may be necessary while conferences between principal and teacher or teacher, principal, and parents are held in regard to a solution of the problem.

CRIMINAL OFFENSES DEFINED: The following acts are among those defined as criminal offenses under the laws of the State of Nebraska. When criminal offenses are known or suspected on the part of students the administration will notify appropriate law enforcement officials. Students involved in criminal acts are subject to prosecution whether these acts occur in the community, school, or at school related functions. Appropriate action will be taken by school authorities if the incident is school related, regardless of whether or not criminal charges result.

ALCOHOLIC BEVERAGE OR ILLEGAL USE OF DRUGS: The sale, use, or possession of alcoholic beverage or illegal drugs.

ARSON: The intentional setting of fire.

ASSAULT: Physical threats or violence to persons.

BOMB THREAT: Threatening damage to persons or property from exploding bombs, whether real or imagined.

BURGLARY: Illegally entering with the intent to steal school or personal property.

EXPLOSIVES: Illegal possession or use of explosive substance that could cause injury or damage.

EXTORTION, BLACKMAIL, OR COERCION: Obtaining money or property by violence or by forcing someone to do something against their will by force or threat of force.

DANGEROUS WEAPONS: Illegal possession or use of firearms or dangerous weapons (for purposes of this policy, the term "dangerous weapon" includes any personal safety or security device [such as tasers, mace and pepper spray]) that could cause bodily harm to an individual.

FALSE FIRE ALARMS: Setting off false alarms. FORGERY: Fraudulent imitation of a signature or document.

LARCENY: Stealing of school or personal property.

MALICIOUS MISCHIEF: Willful damage or destruction of school or personal property.

TRESPASS: Being present in an unauthorized place or refusing to leave when ordered to do so.

UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES: Interfering with administrators or teachers by force or violence, or threat of force. School Offenses Defined: The following acts are among those that violate Arapahoe-Holbrook School District Policies or individual school rules and regulations. Students at school sponsored, off campus events shall be governed by school district policies and regulations and are subject to the direction of school district authorities. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district authorities shall result in appropriate disciplinary action.

STUDENTS INVOLVED IN ANY OF THE FOLLOWING DISCIPLINARY INFRACTIONS ON SCHOOL PROPERTY INCLUDING SCHOOL BUILDING AND GROUNDS, ON TRANSPORTATION VEHICLES, OR AT ANY SCHOOL ACTIVITY, HOME OR AWAY, MAY BE SUBJECT TO DISCIPLINARY ACTIONS AS FOLLOWS:

INAPPROPRIATE DRESS OR APPEARANCE: Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school wearing appropriate attire. Wearing apparel shall be neat, clean, safe, and should not disrupt the instructional process. Wearing apparel that is sexually suggestive or that features crude, vulgar or profane language or pictures that depict tobacco (including electronic nicotine delivery systems), alcohol, or other drugs, racial or ethnic slurs, double-meaning or gang affiliations is not allowed. Clothing which is unnecessarily distracting to the learning environment is not permitted. (e.g. clothing or articles which are excessively soiled, torn, or ragged, no shoes, mesh shirts with no undergarments,

half shirts, bare midriff, tank tops, hats on in the building, *skirts and shorts* that are too short, shirts that are cut too low as to allow for the showing of cleavage, etc.). The school environment shall be free from threats or the harmful influence of any groups that advocate drugs or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by the nature of its color, arrangement, trademark, or any other attribute, denotes membership in such groups will not be permitted. Such group's clothing may vary from school to school and may change from year to year. Therefore, it is the responsibility of the administration to determine the appropriateness of clothing or accessories.

No student on or about school property or at any school activity: Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence or membership in or affiliation with any gang. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang. Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:

1. Soliciting others for membership in any gangs;
2. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
3. Committing any illegal act or violation of school district policies; or
4. Inciting another person to act with physical violence upon any other person.
5. Wallet chains are not permitted and will be confiscated.
6. Electronic devices, such as *smart watches* and cellular phones, will be confiscated if misused.
7. Piercings that become a disruption to the school environment.
8. Bagging and Sagging Pants are not allowed in Arapahoe-Holbrook Public School. Clothing worn in this manner can present a threat to the safe and orderly learning environment of the school.
9. Students will be asked to correct inappropriate attire and the administration may provide clothing that is appropriate for the school environment. Clothing that is determined to be inappropriate may be held by the administration until a parent conference is held. Continuing to violate dress code will result in disciplinary action being taken.
10. Some school activities require semi-formal (dress slacks, *collared shirt* or dress) or formal dress (suit and tie, tuxedos or gown).

Sponsors may determine what is appropriate for their activity. Listed below are some activities for which the administration has set dress code guidelines. In any of the situations described above, the implications are not conducive to a positive learning climate. A proactive response to what may be negative or divisive is appropriate for all circumstances that could place the safe and orderly learning environment of the school

in jeopardy. Students may be asked to leave activity if dress is inappropriate. The final decision regarding any dress code issue will be made by the administration.

ABUSIVE LANGUAGE AND DISRUPTIVE BEHAVIOR: Students using profane or obscene language or hand gestures relative to the same, demonstrating behavior, which is disruptive to the regular learning atmosphere, may be subject to disciplinary action as follows:

1. The student may be suspended up to three (3) days in school or out of school. Repeat offenders may be suspended.

VANDALISM: Vandalism is the willful and pointless destruction or defacing of school property. Any student found guilty of such activity will be held liable for any damage and be subject to further disciplinary action as follows:

1. **First Offense** –The student may be suspended for one (1) to three (3) days in school and parents will be notified.
2. **Second Offense and All Subsequent Offenses** – The student may be suspended from three (3) to five (5) days out of school.

FIGHTING/VIOLENCE: A student may be suspended in school or out of school for up to *five (5)* days for fighting on school property, including school buildings and grounds, at school activities home or away, or on school transportation vehicles. The aggressor may receive the more severe penalty. Repeat offenders may be referred to the Board of Education for review and disciplinary action.

STEALING AND EXTORTION: Students who steal, extort, or attempt to extort on school property, including buildings and grounds or school transportation vehicles, or at any school activity, home or away, may be subject to disciplinary action as follows:

1. **First Offense** – The student may be suspended for one (1) to three (3) days in school and parents will be notified. Law enforcement authorities may be notified.
2. **Second Offense and all Subsequent Offenses** – The student may be suspended from three (3) to five (5) days out of school. Law enforcement authorities may be notified.

TELEPHONE REGULATIONS:

1. Incoming Calls: The office will always cooperate with parents or guardians in order to get a message to students during school hours. Message will be written down and delivered to the students. Only in cases of extreme emergency will students be called out of class. Calls for students during school hours are disturbing to the school routine and should be held to a minimum.
2. Outgoing Calls: The school telephone is primarily for school business and should not be used for personal calls. Pupils finding it necessary to make a local call should receive permission from the principal or designee before using the phone.

FOOD AND DRINK REGULATIONS:

1. The school is meant to be an academic environment. Therefore, food, candy, and drink items are not to be brought into the school or kept in lockers unless the food is used for the student's noon lunch.

2. Teachers who wish to have food or drink in their rooms for special occasions must receive permission from the administration prior to the activity.
3. *Gum chewing is not allowed.*

LOCKERS: Each student is assigned a locker. The locker is assigned to you on the basis that you keep it clean and in good condition. The safekeeping of personal items is the responsibility of each student.

POSTERS: The following guidelines will be used regarding the placing of posters in the school building:

1. All posters must be approved by the principal.
2. Posters may be placed only in designated areas.
3. Anyone putting up a poster has the responsibility of taking it down.

POSSESSION OF A DANGEROUS WEAPON: Including but not limited to Firearms, knife, club, stars, or other offensive or dangerous weapon (for purposes of this policy, the term "dangerous weapon" includes any personal safety or security device [such as Tasers, mace and pepper spray]).

1. **First Offense and All Subsequent Offenses** – As defined in the state statutes, the student will be immediately suspended and referred to the Superintendent or Board of Education for review and disciplinary action. Parents will be notified. Law enforcement authorities may be notified. (NOTE: This penalty could lead to a student being expelled for one full calendar year.) In the event that a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

TRANSPORTATION

All students riding on school transportation vehicles are subject to the policies governing student conduct within the discipline code. Riding on school transportation vehicles is an extension of the normal school day. Students who violate the conduct code while riding on a school transportation vehicle may be denied bus privileges from one (1) day to permanent removal from the school transportation vehicle.

ACADEMIC INTEGRITY

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades 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.

DEFINITIONS: The following definitions provide a guide to the standards of academic integrity:

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

1. Tests: (includes tests, quizzes and other examinations or academic performances):
2. 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.
3. Use of Unauthorized Materials: Using notes, A.I (ie ChatGPT) textbooks, pre-programmed formula in calculators, or other unauthorized material, devices for information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
4. 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 may engage 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.
5. Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
7. Papers: (includes papers, essays, lab projects, and other similar academic work):
 - a) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - b) 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.
 - c) 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 engage in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
12. Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engage in cheating if the student misses class on the day a

- paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
13. Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
 14. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present, as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - a. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - b. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - c. "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.
 15. Sanctions: The following sanctions will occur when a student engage in cheating, plagiarism, or contributing to an academic integrity offense:
 - a. Academic Sanction: The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade no higher than a 70%.
 - b. Report to Parents and Administration: The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - c. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1st Offense: Student will be confronted and directed to cease.

2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students in the hallway during class time must have a pass with them. Teachers are to follow the "5/10 Rule" (students should only be given a pass in the first five [5] minutes of class and the last ten [10] minutes) in order to protect the academic time.
2. Students are expected to bring ***their chromebook, student planner,*** all books and necessary materials to class. This includes study halls.
3. No student is to leave school during the day without permission from the office. Failure to do so will result in disciplinary action. In an emergency or in case of illness, students will not be sent home unless a parent or guardian has given permission for the student to be sent home.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
6. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
7. Students are to be in their seats and ready for class on the tardy bell.
8. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
9. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
10. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
11. Making/Throwing snowballs is prohibited.

DISCIPLINARY ACTION

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

SEARCH AND SEIZURES: When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted at the discretion of the administration. The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
4. Searches of the District's computer system may be conducted at the discretion of the administration at any time. The following procedures will be used for the removal of personal property:
 - a) Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon (for purposes of this policy, the term "dangerous weapon" includes any personal safety or security device [such as Tasers, mace and pepper spray]) shall be confiscated and delivered to law enforcement as soon as practicable. Electronic drug or nicotine delivery devices shall be confiscated and destroyed regardless of ownership.

- b) Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.
- c) The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

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

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

The following process will apply to short-term suspensions:

- 1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- 2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- 3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
 - 4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
 - 5. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

DETENTION: Detention period is a time when the student is assigned to stay after school (3:40 pm to 4:10 pm), come in before school (7:30 am to 8:00 am), or another arranged time, for an infraction of unacceptable behavior, including attendance. Detention time is set at the discretion of the teacher or principal.

LONG-TERM SUSPENSION: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on

school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

EXPULSION: Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred

- (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or
- (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or
- (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

SUSPENSIONS PENDING HEARING: When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If no hearing is requested or, if a hearing is requested using Form Policy No. 5103.F1, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of

- (a) interference with an educational function or school purpose or
- (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

SUMMER REVIEW: Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

SUSPENSION OF ENFORCEMENT OF AN EXPULSION: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

ALTERNATIVE EDUCATION: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit

toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

STUDENTS SUBJECT TO JUVENILE OR COURT PROBATION: Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, and who chooses to meet conditions of probation by attending school, and who has previously been expelled from school; the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation. These conditions will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

OTHER FORMS OF STUDENT DISCIPLINE: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or

prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

GROUND FOR SHORT-TERM SUSPENSION, LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat, which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant while on any District's property, in any District's vehicle or any District's activity or being under the influence of any of the above. Possession of drug paraphernalia, or the selling,

using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant while on any District's property, in any District's vehicle or any District's activity. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; it also includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law that constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon an individual's protected status.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others. or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or

engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engage in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish: a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.
19. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
 - a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
 - b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult

staff member at all times except for such limited time as is necessary to fulfill the educational function.

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds. For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as Tasers, mace and pepper spray). In the event that a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

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

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
2. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
3. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
4. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
5. Head wear including hats, caps, bandannas, and scarves.
6. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.

7. Clothing or jewelry that is gang related.
8. Piercings that become a disruption of the school environment. Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law.

The Principal or Superintendent will make the final decision regarding attire and grooming. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may review such additional posting of prohibited items or grooming which may be available in the Principal's office. Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to and including expulsion. Further, in the event the dress code violation is determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to and including expulsion.

RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either

- (1) the person or person being recorded or whose image or sound is being transmitted or
- (2) the Superintendent or Superintendent's designee.

This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

LAW VIOLATIONS:

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law

enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

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

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.

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.

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.

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.

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.

Technological Devices: The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$100.00. The district may also charge a damage deposit which will be returned or may be rolled

to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.00.

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.

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: \$30.00
 - Covers admission to all extracurricular events
- Student Participation Fee: \$30.00
 - Required of all students who participate in athletics and/or other extracurricular activities
- National Honor Society: \$50.00
- Cheerleading, Drill Team, Flag Corps: \$50.00
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$500.00
- Football: \$ 25.00
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$25.00
 - Students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, and Wrestling: \$25.00
 - Students must provide their own shoes and undergarments
- FFA: \$50.00
 - Students must purchase their own jackets and pay dues
- FCCLA: \$50.00
- National Art Honor Society: \$50.00
- Spanish Club: \$25.00

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 \$400.00 per course.

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 \$100.00.

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 \$0.20 per page for reproduction of student records.

Participation in Before-and-After-School or Pre-Kindergarten Services: The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$8.00 per day.

Participation in Summer School or Night School: The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$100.00.

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-8	Lunch Program - Grades K-8
Regular Price \$2.25	Regular Price \$3.50
Reduced Price \$0.45	Reduced Price \$0.75
Breakfast Program – Grades 9-12	Lunch Program - Grades 9-12
Regular Price \$2.50	Regular Price \$3.75
Reduced Price \$0.45	Reduced Price \$0.75

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

- Band: \$25.00
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- High School and Junior High Select Choirs: \$25.00
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$150.00

Contributions for Junior and Senior Class Extracurricular Activities: Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district may ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$25.00.

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.

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

Voluntary Contributions to Defray Cost: 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.

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.

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal,

clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

MILITARY RECRUITERS: The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students. If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

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

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

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being. These potential risks include but are not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student. A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information. The District may disclose information about former students without meeting the conditions in this section.

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

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT: The District designates the Furnas County Sheriff as the District's "law enforcement unit" for purposes of:

1. enforcing any and all federal, state or local law,
2. maintaining the physical security and safety of the schools in the District, and
3. maintaining safe and drug free schools

INTERNET/FIBER OPTIC USAGE BY STUDENTS

Before a student is given the privilege to be on the internet or take a class via distance learning technology, a Computer and Network Usage and Agreement Form must be signed by the student and parent/guardian. The information sheet will be passed out to the student by the principal or teacher.

NETWORK, E-MAIL, INTERNET AND OTHER COMPUTER USE RULES:

1. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
2. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
3. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, message and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
4. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
5. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

ACCEPTABLE USE OF COMPUTERS AND THE NETWORK: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the

district network and technology resources or equipment, and the same shall be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

1. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damage to the computer, information, files, programs or disks.
2. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's account or password.
4. Users shall not use the computers or network for non-instructional or non-administrative purposes
5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
8. Users shall not use the computer to annoy or harass others with language, image, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable message, information, language, or image.
9. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damage to the computer, network, information, files, programs or disks.
10. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
11. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the administrator.

ETIQUETTE FOR USE OF COMPUTERS AND THE NETWORK: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your message to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or image.

3. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
4. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Message relating to or in support of illegal activities may be reported to the authorities. Message which violate the rules will result in disciplinary action.
5. All communications and information accessible via the network should be assumed to be private property of others.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and message short and to the point. Focus on one subject per message.
8. Include your signature at the bottom of e-mail message. Your signature footer should include your name, position, affiliation, and network or Internet address.
9. Other rules may be established by the network administrators or teachers from time to time.

PENALTIES FOR VIOLATION OF NETWORK AND POLICY RULES: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

1. Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

SEVERE WEATHER

In case of severe weather, it might be necessary to cancel school. This information will be broadcast over multiple public and digital media sites, which may include radio station KRVN (880) in Lexington, KICX (96.1) in McCook, over television stations NTV (channel 13), over NTV's website at <http://nebraska.tv/weather/closings> under weather closings, and via the schools instant messaging system. If inclement weather develops during the day, the buses will be sent out to take students home early. The decision will be broadcast over the above stations. Parents are urged to develop plans with their children so they will know what to do and where to go when school is dismissed early.

LUNCH PROCEDURES

The Arapahoe School has an automated lunch program. Parents are to send money in advance each month for their children. A minimum of \$10.00 must be sent per family account. A family account will keep track of all lunches and/or breakfasts purchased

by the children in their family. Students are issued an ID number and they will key the number into the computer in the lunch line. Parents will be notified when their family account balance is low (see: Lunch Charge Policy).

LOST AND FOUND ARTICLES

A lost and found department is maintained in the front office in the elementary building and in the secretary's office in the high school building. Any article misplaced shall be taken to these offices for claim by identification. Parents are encouraged to label their children's personal belongings. This will aid in returning lost or misplaced articles.

REPORT CARDS

Report cards will be sent home with students unless Parent/Teacher Conferences are scheduled. In that case, the parent may pick up their child/children's report card(s).

PROGRESS REPORTS

Progress reports/Down Slips will be sent to parents/guardians once per week as deemed necessary by the teacher. It is hoped that attention to a problem that might exist will improve performance. Please feel free to contact appropriate teachers in order to discuss any problems that might be present.

TEACHER ASSISTANCE

If you have an assignment, you do not understand or the work is too difficult, your teacher will be glad to help you before and after school. Teachers are in the building from 7:45 a.m. until 4:00 p.m. or later if necessary. Remember that you, the student, must take the initiative to seek help if you are having difficulty in class.

VISITORS

Parents are always welcome to visit school. Generally, contact with the school prior to a visitation helps the teacher to provide a more meaningful experience for the parents. All visitors will be required to report to the main office upon entering the building. Students that wish to have a friend visit school must receive permission from the building principal before the visit is scheduled. If approved, administration will determine the length, time and date of the student visit

LIBRARY REGULATIONS

The following rules apply concerning the use of the library and materials:

1. All books will be checked out through the librarian or designee.
2. No one except the librarian or assigned personnel will be allowed in the librarian's office or in the stockroom beyond the office.
3. Fines will be paid to the librarian when a book or magazine is lost or not returned.
4. No book or magazine will leave the library without proper documentation by the librarian or designee.
5. The library will be open from 8:00 a.m. to 3:45 p.m. for student use.
6. All reference books or books on closed reserve will not be allowed to leave the library.
7. Students going to the library should go for the purpose of research only. There is to be no visiting in the library. It is an area designated for quiet study.

EMERGENCY PROCEDURES

It is important that the school be able to contact parents in cases of illness, emergency or accident. Emergency information is on file at the school office and in the classrooms. Please be sure to update any changes of doctor, sitters, or contact that would be helpful if we needed to reach you. If a student develops symptoms of illness or is injured in school, parents, guardians, or the other person designated on the emergency card will be contacted. Parents will be requested to come to get the child. In case of emergency the physician listed on the emergency card may be called. When students require medication during the school day, the teacher should be informed. It is a State Law that all medications be kept in their original containers with dosage and directions attached. The school should also be advised of all allergies, chronic illnesses or serious physical problems of students. No medicines will be administered unless advised by the parents or guardians by a telephone call or a written note. **THE SCHOOL WILL NOT ADMINISTER ASPIRIN AND TYLENOL.**

FIRE, TORNADO AND STANDARD RESPONSE PROTOCOL PROCEDURES: Two of the more serious activities in which you will participate during the school term are fire drills and tornado drills. It is important that each student knows exactly what to do during any given time during the school day. Each of your teachers will give you instructions in the procedures. The method of exit from the building is posted in each room. Below are some general instructions that we will follow for all drills.

1. Walk rapidly, but orderly. Do not push, run, or talk. Be prepared to listen to emergency instructions.
2. Students will leave each room, one row at a time, starting with the row nearest the door and will proceed down the hallway and stairway in an orderly fashion.
3. The teacher will be the last person to leave the room.
4. The first two students reaching the outside doors are to hold them open until relieved by a custodian or faculty member.

In the event of an actual fire, it is important that students be far enough from the building so that the last students out can also reach the sidewalks that are parallel to the street. When the drill has been completed, and the all-clear signal has been given, students are to return to their classrooms in an orderly manner.

Tornado drill exit plans are posted in all classrooms.

SCHOOL TRANSPORTATION

TRANSPORTATION SAFETY

A crossing guard is provided at the Highway 283 crossing and in front of the elementary school before and after school. Please encourage children to take advantage of this safety feature. A school district employee supervises the loading of buses and departure of students, walking or riding, from the elementary building at the end of the school day. To ensure an even safer loading and unloading from cars at the south entrance of the school building, the driveway zone to the south school ground boundary will be used exclusively for cars bringing students in the morning and picking them up after school. This plan will be more effective if drivers remember

to approach the school from the east and depart to the west. Students riding the buses will load and unload at the west end of the school. No cars are allowed in the bus loading zone. Student parking is located in the northwest lot. This is for student parking only. The faculty parking area will be located in the northeast parking lot. Students may ride bicycles to and from school. Bicycle storage racks are provided. Students who ride their bicycles to school do so at their own risk.

BUS TRANSPORTATION: Bus routes will be established only on improved and well-maintained county and state roads. Bus routes during inclement weather, school vehicles will travel on storm routes only. Use of storm routes will be at the discretion of the bus driver and will be communicated to those riding that bus by the driver. Parents/Guardians are expected to meet the school vehicles at a pre-arranged site during this time.

EXPECTATIONS FOR BUS RIDERS: While riding on a school bus, students are expected to abide by the following rules:

1. Students shall be on time at the approved bus stop. Bus schedules will not permit waiting.
2. Students should stay clear of the path of the bus. Wait for the bus to come to a complete stop before attempting to load.
3. The driver is in full charge of the bus and the students. Passengers shall comply with his/her requests.
4. The driver may assign seats to passengers.
5. Students should throw all trash, etc., in the waste cans provided. Nothing is to be thrown out of the windows.
6. Food and drink will not be allowed on the bus except for specific trips and with permission from the coach or sponsor.
7. No part of the body should be extended through the bus windows.
8. Students are required to be quiet while the bus is stopped for railroad crossings.
9. Students shall not leave the bus from the emergency door unless a real emergency exists.
10. Students unloading from the bus shall not cross in front of the bus until the driver gives the signal.
11. Students will be unloaded only at approved school bus stops unless arrangements have been made with school personnel beforehand.
12. Students and parents must assume that bus transportation is a privilege, not a right.
13. The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the bus.

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EARLY CHILDHOOD/PRESCHOOL MISSION STATEMENT

Our mission is to encourage and nurture the cognitive, physical, social and emotional development of preschool children through developmentally appropriate activities and a collaborative team effort of school and community. We believe that all children, regardless of ability, can find some successful adventure and have the ability to communicate that adventure with others.

The long-range goals of our curriculum is as follows:

1. Develop the child's ability to make decisions about what he is going to do and how he is going to do it, and to plan use of time and energy.
2. Develop the child's self-discipline and his ability to identify personal goals and to pursue and complete self-chosen tasks.
3. Develop the child's ability to work with other children and adults so that work done is a result of group planning, cooperative effort, and shared leadership.
4. Develop the child's ability to use a variety of skills in the arts, physical movement, and knowledge of objects as a base of educational concepts.
5. Develop the child's ability to express himself-to speak, write, dramatize, and graphically represent his experiences and communicate these experiences to others.
6. Develop the child's ability to comprehend others' self-expression by reading their writing and understanding artistic and graphic representations.
7. Develop the child's ability to apply the reasoning capacity he had developed in a wide range of naturally occurring situations and with a variety of materials.
8. Develop the child's spirit of inquiry and of openness to knowledge and the points of view of other people. (Develop creativity and self-starting skills)

ADMISSION

Children must be 3 years of age on or before July 31st of the new school year to be eligible to attend the AHPS Early Childhood Program.

Arapahoe-Holbrook Public School administration retains the right to approve or deny any parental request for their child to attend preschool if they turn 3 years of age after the July 31st date. Note: Child must be toilet trained to attend preschool.

ATTENDANCE

The AHPS Early Childhood Program will run two sessions. Our first session is from 8:00 - 11:15 a.m. and the second session is from 11:20 a.m. - 3:30 p.m. The AHPS Early Childhood Program will follow the AHPS Public School Calendar. Classes will run Monday thru Thursday.

BIRTH CERTIFICATE

All parents must provide the school with a certified copy of their child's birth certificate. The State of Nebraska requires that a birth certificate be on file in order for a child to attend school.

GENERAL INFORMATION

Cost: A registration fee of \$50 will be required on this day and will go towards the August tuition. The cost is \$6.00/day for all days preschool is in session even if your child does not attend. Prepayment is required each month for scheduled days and adjustment for days canceled by the district will be credited the following month. If you need to make payment arrangements, please contact the office.

It will be most convenient for you to enter through the northeast door by the preschool.

- ❖ It is important that the school be able to contact parents in case of illness, emergency or accident. Emergency information is on file at the school office. Please be sure to update any changes of doctor, sitters, or contacts that would be helpful if we need to reach you. If a student develops symptoms of illness or is injured in school, parents, guardians or other persons designated on the emergency card will be notified.
- ❖ When students require medication during the day, the teacher should be informed. All medications need to be brought in their original containers with dosage directions attached. If medication is not brought in this way, it is against school policy to distribute the medication.
- ❖ Two of the more serious activities your child will participate in during the school term are fire and tornado drills. It is important that students know what to do, therefore, drills will be held throughout the year.

- ❖ Your child will be active indoors and outdoors. It is important for your child to be dressed in comfortable clothes that allow for movement and to be as independent as possible. During cold weather, make sure your child has gloves, hat, heavy coat, and appropriate footwear.
- ❖ Please do not allow your child to bring money, candy or food unless otherwise requested by staff. NO PLAY GUNS OR WEAPONS will be allowed at school.

HOME VISITS

We are required by the Nebraska Department of Education to make a home visit to each of our students' homes. The Preschool teacher will be in contact with each parent to schedule a visit during the summer or just prior to school starting. Keep in mind this IS NOT an Arapahoe-Holbrook Public School policy it is directly from the Nebraska Department of Education.

HEALTH / SICKNESS

Please do not send your child to school if any of the following symptoms are present:

1. Fever over 100 in the last 24 hours.
2. Vomiting or diarrhea in the last 12 hours.
3. Sore throat with fever.
4. Earache with discharge or fever.
5. Child is uncomfortable enough to be able to accomplish normal preschool activities.

Students will be sent home with notification of parent/guardian if any of the following are present:

1. Vomiting
2. Fever of 100 or more
3. Too ill to function
4. Accident at school requiring medical attention.

IMMUNIZATIONS: required for school attendance:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age

- 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

LUNCH

Lunch is served from 10:50 - 11:15 for the first session and from 11:25 - 11:50 for the second session. The first session of students may also participate in our morning breakfast program.

Each school will notify the student, parent, or guardian that the balance is getting low when the balance is close to a negative \$10. If the balance becomes a negative \$20, no further regular breakfasts or lunches will be offered. Rather an alternate meal will be provided to the student as approved by the Nebraska Department of Education Nutrition Services, or a sack lunch may be brought from home.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases.

School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt:

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

NON-DISCRIMINATION STATEMENT (Policy No. 5401)

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

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

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

PRESCHOOL CLOSING INFORMATION

- ❖ If AHPS is closed, there is no preschool.
- ❖ If AHPS has a late start, P.M. preschool will run as scheduled.
- ❖ If AHPS is dismissed early afternoon, the A.M. preschool will run as scheduled.
- ❖ Look and Listen for closing information on NTV, Channel 13, Channel 51 and KRVN 93.1 FM or 880 AM
- ❖ NTV web-site and click weather, and select weather closing at www.nebraska.tv/
- ❖ Register for School Beacon on the AHPS Website (arapahoewarriors.org) will have school announcements via text messaging and/or email.

SCHEDULE

Both morning and afternoon classes will consist of the following activities: Pledge of Allegiance, weather chart, and calendar time.

Center Time: This allows the students an opportunity to experience play areas and learning centers. While at these centers students will use language, problem solving skills and working and cooperating with others. To some this may only look like play, but to a child, it is their work.

Outdoor Time: we will always spend time moving big muscles. Preferably this is done outside on our playground, but on rainy, or inclement days we will go to the gym.

Music Time: Music is a very powerful learning tool so we spend time everyday singing, working with rhythm, moving to music, and playing musical games.

Structured instruction time: Children are always learning with everything they do, however, we will have some part of the day, which we work with certain skills. For example, the older children will be concentrating on the exposure to letters and the sounds they make. We will use many different ways to experience letters, sounds and vocabulary. Younger children will be working with foundational skills like colors, shapes, opposites, and the use of language to express themselves. These are just a few of the things we will be covering.

Story Time: Preschool children love to be read to and we do lots of it! Every day we will have a story or be participating in activities relating to the story we have read.

One great aspect of having the preschool in the building is the fact that we can utilize other classes to help us with activities. Often the high school Family and Consumer Science classes (Home Econ.) assist us with projects as does other elementary and Jr. High groups.

WHAT TO BRING TO PRESCHOOL...

1. A regular sized backpack. The little ones are super cute but not effective in taking home papers and projects.
2. Please pack an extra pair of underwear, socks and pants. Even though your child is potty-trained, accidents can happen as well as spills or wet slides on the playground.

- 3. A box of crackers each quarter to share for snack time
- 4. 1 package of napkins

Be sure to provide your child with a coat or jacket if the temperature is questionable. Send hats and mittens in the wintertime.

THIS HANDBOOK IS A GENERAL GUIDELINE FOR THE PRESCHOOL PROGRAM. PARENTS AND STUDENTS WILL UTILIZE THE INFORMATION IN THIS HANDBOOK AS WELL AS THE POLICIES AND PROCEDURES OF THE Arapahoe-Holbrook PARENT/STUDENT HANDBOOK.

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ABSENCES

If a child is going to be absent from school, parents are expected to call the office before 8:30 a.m., explaining the reason the child will be absent. If we do not hear from a parent by this time, the school secretary will call the parents. We want to make sure all of our students are safe. If your child has an appointment, please send or fax documentation of the visit to the school. This documentation is very important if attendance becomes an issue later on in the school year.

Elementary attendance is taken twice a day (a.m. and p.m.). If a student is gone for more than ½ of the session, then they are counted as absent for that session. Students needing to leave the building during school hours, must check out through the front office and be picked up by a parent/guardian approved person. Parents are asked to contact the school if someone other than a listed emergency contact will be picking up their child.

ACTIVITIES RULES

Unacceptable behavior, such as running, throwing items, etc., will not be tolerated at any school functions on the school campuses. Students are reminded that there will be no playing on the football field or in the end zones at games. Students are also reminded that there will be no running across the gym floor during the volleyball and basketball seasons. Students must be on their best behavior when attending any school sponsored event. Running or climbing on tables in the Commons will not be allowed. Repeated violations may result in a student not being allowed to attend future events. Let’s represent our school with pride!

ATTENDANCE AWARDS

While we do give an award for Perfect Attendance (0 days absent), we do not want students to attend school when they are ill. We recognize that students may have to be gone due to illness, funerals, family emergencies, etc. Students will also be recognized for Excellent Attendance (.5 – 2 days absent) and Outstanding Attendance (2.5 – 4 days absent).

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. Prior to any report to the county attorney, the parent will receive written correspondence detailing their child's absences. Attendance letters will be sent out at 5, 8, 10, 15, and 20 days absent. A meeting will be requested at the 8 day notice letter or sooner. The district wants to work with parents to discuss and remove barriers that may be impeding regular attendance.

BEGINNING/ENDING THE SCHOOL DAY:

The school day for elementary students will be from 8:00 a.m. to 3:40 p.m.

Children may enter the building beginning at 7:30 a.m. Students should go directly to the north gym to the area that is designated for their class. After placing their bags, books, etc. in the bleachers, students can then go to breakfast. Breakfast will be served from 7:30 a.m. to 7:55 a.m. From 7:40 a.m. to 7:50 a.m., students may go outside to a supervised recess time (weather permitting). After the Pledge of Allegiance at 7:55 a.m., teachers will take their students to the classrooms.

Students may not leave the school grounds during the day without permission from the principal and the parents. Written notes or phone call from Parent/Guardian to the main office from the parents are required.

No student is to leave the classroom without permission from the teacher. Class is considered in session until released by the teacher.

BICYCLES

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

BULLYING OR HARASSMENT

One of the missions of the Arapahoe-Holbrook Public School District is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is repeated behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, defacing or destroying the property of others.

“Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a consequence depending on the severity of the conduct. Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students must self-advocate and seek help from an adult.

BUS RULES

All students riding on school transportation vehicles are subject to the policies governing student conduct within the student handbook and school board policies. Also, students will show respect to the bus driver and follow his/her rules and guidelines. Riding on school transportation vehicles is an extension of the normal school day. Students who violate the conduct code while riding on school transportation may be denied bus/vehicle privileges from one day to permanent removal from the school transportation vehicle.

While riding on a school bus, students are expected to abide by the following rules:

1. Students shall be on time at the approved bus stop. Bus schedules will not permit waiting.
2. Students should stay clear of the path of the bus. Wait for the bus to come to a complete stop before attempting to load.
3. The driver is in full charge of the bus and the students. Passengers shall comply with his/her requests.
4. The driver may assign seats to passengers.
5. Students should throw all trash, etc., in the waste cans provided. Nothing is to be thrown out of the windows.

6. Food and drink will not be allowed on the bus except for specific trips and with permission from the coach or sponsor.
7. No part of the body should be extended through the bus windows.
8. Students are required to be quiet while the bus is stopped for railroad crossings.
9. Students shall not leave the bus from the emergency door unless a real emergency exists.
10. Students unloading from the bus shall not cross in front of the bus until the driver gives the signal.
11. Students will be unloaded only at approved school bus stops unless arrangements have been made with school personnel beforehand.
12. Students and parents must assume that bus transportation is a privilege, not a right.
13. The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the bus.

CELL PHONE POLICY STUDENT IN GRADES 6 AND BELOW

Students in 6th grade or below will not be allowed to use cell phones during the school day. We encourage parents not to send electronic devices to school with their child(ren). If a student chooses to violate this policy, their cell phone will be taken to the Elementary Principal's office where the student can get it at the end of the day. Repeated violations will result in a phone call to parents and other possible disciplinary measures.

COMMUNICABLE DISEASES

Students showing any symptoms of a contagious disease at school must, by State Statute 79-4,177, be sent home pending a report from the student's personal physician. Fevers, sore throats, coughs, and skin rashes are signals for parents to consider keeping their children home.

DRESS CODE FOR SCHOOL

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

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

2. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
3. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
4. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
5. Head wear including hats, caps, bandannas, and scarves.
6. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
7. Clothing or jewelry that is gang related.
8. Students will not be permitted to mark themselves or others with pens or markers for any reason. Those doing so will be asked to wash the markings off.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval. Coaches, sponsors, or teachers, may have additional requirements for student who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extra curricular activity program. These are just examples, as an administration we reserve the right to ask students or teachers to change if we feel the clothing that they are wearing could effect the learning environment.

FIELD TRIPS AND FIELD DAY

Field trips and similar activities are considered part of the instructional program of the school. Students are expected to be in attendance and participate as a regular school day. Parent permission forms are required as a means of notification when we take students beyond the district boundaries.

The district provides transportation only for students on a school sponsored activity. Students who ride school buses to school sponsored activities MUST return to the school on the bus. The only exception will be when a student rides home with parents. The sponsor must be contacted by the parent before this exception to the rule can be allowed and an alternative transportation form must be completed.

FIGHTING/VIOLENCE:

A student may have detention or suspension for fighting on school property, including school buildings and grounds, at school activities home or away, or on school transportation vehicles. The aggressor may receive the more severe penalty.

GENERAL SCHOOL RULES FOR CHILDREN

All students will be expected to:

1. Walk in hallways, stairways, and throughout the building.
2. Use appropriate language.
3. Use appropriate voice levels.
4. Respond courteously to others.
5. Be respectful to their teachers and their fellow students.
6. Take good care of school property.
7. Remove all hats or caps while they are in the building.
8. Maintain playground safety, which includes no tackle football or any other games that are rough in nature.

HALLWAY CONDUCT

Because of the chance of injury and because of the general confusion it causes, running, fighting, pushing or general horseplay, as well as excessive and unnecessary noise in the halls, will NOT be tolerated. This includes morning, noon, dismissal, or while passing to and from classes or meetings.

HAND SIGNS

Students are not allowed to use negative hand gestures directed to others; this includes gestures in school pictures. Students shall face detention and/or suspension when violating this policy.

HOMEWORK

As a general rule, students should have no more homework than 10 minutes times their grade level (ie. Third grade < 30 minutes). Most homework is limited to that work that a student does not complete during the school day. More work may be required to be done at home for students who have been absent. When an absence is anticipated, the school work should be completed prior to the absence.

LUNCHROOM RULES

- 1) Use inside voices
- 2) Be respectful of others
- 3) No throwing food or other items
- 4) Do not take things from another student's tray
- 5) Do not put things on another student's tray
- 6) Do not break the silverware whether it be metal or plastic

IMPROPER OR ABUSIVE LANGUAGE

The use of profane or obscene language or the drawing and writing of obscenities will not be tolerated. Students shall face detention and/or suspension when violating this policy.

INSUBORDINATION

Insubordination is defined as refusal to obey a school rule, regulation, or request of a teacher or school official. Consequences may include detention, in-school suspension, or out-of-school suspension.

LOST AND FOUND

Each student should check the lost and found rack outside the office if they are missing something. Parents are encouraged to look over the items when they are in the building for conferences, sporting events, etc.

NUISANCE ITEMS

Nuisance items such as toys, games, baseball cards, and other items may cause disruption and may be damaged or lost. These items are NOT the responsibility of the school and students are discouraged from bringing such items to school. Toy guns, knives, slingshots, and other hazardous implements are not to be brought to school.

PETS

Students are responsible for obtaining specific prior approval from their teacher before pets may be brought to school. Pets are to be brought to school by a parent or guardian for a specified amount of time.

PLAYGROUND RULES

The primary purpose of developing rules regarding the playground is to eliminate or reduce playground accidents. Remember, students are under the supervision of the teacher, assigned teacher, or playground supervisor and are responsible to each of them. We want everyone to be able to have fun without getting hurt. Playground rules will be posted and all students are expected to follow these rules or have playground privileges taken away for a period of time. Rules:

1. No games involving physical contact will be permitted on the playground during the noon hour or recess. This includes dodge ball, war ball, and tackle football.
2. No throwing of any objects other than balls. Snowballing on school property is prohibited.
3. Students will respect playground equipment.
4. Students will not leave the playground without permission.
5. Students will not use profanity or foul language.
6. No hard baseballs, skateboards or scooters will be permitted.
7. No climbing over or crawling under fences.
8. No sharp objects such as knives are to be brought from home.
9. When students line up to return to the building, they will be quiet before entering and in the halls.
10. The teacher or aide on duty will be respected and totally in charge on the playground.

POP, FOOD, GUM & CANDY

Students will not be permitted to have food or candy of any kind from outside of our school lunch program on school premises at any time unless special permission is granted for a special occasion. No drinks purchased outside of the school building will be allowed in the building. Gum chewing during school hours is not allowed.

REGISTRATION FOR NEW PUPILS OTHER THAN KINDERGARTEN

Parents of new pupils must complete the enrollment forms which are available in the building office. Parents of incoming pupils will be asked to sign a form to permit the school to obtain records from the previous school. Students moving into the district from out of state are required by state law to have a physical before starting school.

SCHOOL ENTRANCE AND REGISTRATION - KINDERGARTEN

Preschool registration for children entering kindergarten is held each spring. Letters stating the specific day and time will be made public through the school's social media outlets. All students entering kindergarten in the Nebraska schools must have reached their fifth birthday on/or before the 31st of July. Nebraska State Law 79-444 requires evidence of specific immunizations and physical examinations of all students prior to entering Kindergarten and 7th grade. By law students not complying with the requirements of this statute may not be permitted to attend school until the matter has been resolved.

During pre-registration, the dates and time for Kindergarten Kamp will be announced. Specific screening of students must be requested at this time by the parent.

SEARCH AND SEIZURE

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Random searches of student books and book bags with reasonable suspicion may be conducted at the discretion of the administration. These searches may include drug dog searches of school lockers and book bags. The following rules shall apply to the search and the seizure of items in a student's possession or control:

School officials may conduct a search if there is a reasonable suspicion to believe that the search will uncover evidence of a crime or rule violation. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purpose may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practicable. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

STANDARD RESPONSE PROTOCOL

In the case of an emergency, the school will be using the following:

- A. HOLD! In your room or area. Clear the halls.
- B. SECURE! Get inside. Lock outside doors.
- C. LOCKDOWN! Locks, lights, out of sight.
- D. EVACUATE! (A location may be specified)
- E. SHELTER! Hazard and safety strategy

Tornado, Fire, Bus Evacuation, Lockdown and other safety drills will be conducted throughout the school year.

STEALING AND EXTORTION

Students who steal, extort, or attempt to extort on school property, at any school activity, home or away, will pay restitution and be subject to suspension. Law authorities may be notified.

STUDENT CONDUCT AND DISCIPLINE

Student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action. Violations will not be limited to the discipline and consequences listed in this booklet. In dealing with problems for which suspension is a disciplinary action, the school administration may at any time take a lesser summary action, such as reprimand or detentions based on the severity and/or frequency of the problem. A student who is seldom disruptive in the classroom may receive a lesser punishment than the student who has been referred frequently for the same offense. In this way, it is possible to allow for administrative discretion without altering the basic principles of uniform and impartial disciplinary action. The administration will also take into account the severity of violations, the intent, and attitude in which the violation was committed, which may increase or decrease consequences. Continual violations of student policies will have increased consequences.

Student conduct and appearance are expressions of the student as an individual and as a representative of his/her school. Student conduct on campus, in the building, on the buses, and at school and community activities should be at all times characteristic of a group of young men and women who are proud of themselves, their school, and their community.

Teachers will always have the right to establish fair and reasonable rules in their classrooms to enable them to maintain an effective teaching-learning atmosphere. Be sure you understand the rules each teacher has established to govern your conduct and behavior in the classroom.

Showing respect to other students, school staff, and guest of our school will be expected. Being disrespectful to others will not be tolerated.

STUDENT DROP OFF AND PICK UP

Parents are asked to use the loop south of the school for the purpose of dropping off or picking up their child. Please be aware of other children in the area and try not to stop too long in the drop off zone. There should be no cars or other vehicles in the bus loading/unloading zone to the west of the school. Students that are walking to school should use crosswalks that are manned by a crossing guard.

STUDENT ILLNESS OR INJURY

Students with the following health condition(s) shall be excluded from school: Oral temperature of 100 degrees or higher, elevated (or possibly normal) temperature combined with severe cold symptoms, excessive coughing, swollen glands, or skin rash, eyes inflamed with purulent discharge, drainage from ears, skin lesions such as impetigo or scabies until under treatment, vomiting, diarrhea (2 or more loose stools), and/or communicable disease.

Students will be readmitted after being fever free for 24 hours without the use of a fever reducing medication. If your child is sent home with a fever, they may not return to school until fever free for 24 hours without fever reducing medication. Students with some conditions may return to school after being treated for 24 hours with an antibiotic.

If a student incurs a serious injury while at school, parents will be notified and an Accident/Illness Report will be mailed home.

STUDENTS MOVING FROM THE DISTRICT

If you anticipate moving out of the district, please notify your child's teacher as soon as possible. Early notice of an impending move will enable the classroom teacher to assist in making the change smooth, academically and emotionally.

SUPPORT PROGRAMS

The following programs are available through the Arapahoe-Holbrook Public School District to assist an eligible student with developing identified skills.

Title 1 - This is a federally funded program which is offered to students in grades K-6 who have specific academic needs in the areas of Reading and/or Math. The program is designed to help each student gain and retain basic skills in either or both of these areas.

Special Education and Related Services – These services are offered to students Pre-K through 21 who have been found eligible for specially designed instruction to meet their academic and functional needs.

Counseling – Counseling service is provided to individuals and groups. Individual counseling may be requested by the teacher, parent or student themselves. Paperwork affirming parental consent is required prior to any counseling sessions.

TARDY POLICY

The school strives to teach promptness. Students are required to be at school by 8:00 a.m. A student entering school after 8:05 a.m. will be counted tardy. All students that are late need to check in with the front office before proceeding to class. Tardiness to school may result in a conference with the Elementary Principal and/or detention time after school. If a student continues to be late for school, parents will be contacted by telephone.

TEXTBOOK AND MATERIAL FINES

It is the responsibility of each student to give proper care to instructional equipment, materials and supplies. Whenever carelessness leads to destruction or loss of equipment or materials beyond normal use, the student and parent will be assessed the cost of replacement.

VANDALISM

Vandalism is the willful and pointless destruction or defacing of school property. Any student found guilty of such activity will be held liable for damages and be subject to suspension. Law authorities may be notified.

VISITORS

1. Parents or legal guardians of students are encouraged to visit school.
2. All visitors are asked to report to the school office at the beginning of their visit.
3. All visitors other than parents or legal guardians must obtain approval of the principal.
4. Children may not attend school as visitors except on a short-term basis (for a period of one-hour) and with prior permission of the principal.
4. Parents are asked not to bring small children as they can distract students.

(The rules/regulations in this section may not be all encompassing. Students will still be held accountable to all District/Board Policies that apply to all K-12 students at Arapahoe-Holbrook Public Schools.)

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HIGH SCHOOL CLASS SPONSORS

SENIOR CLASS - L.Crosley / D.Kronhofman / A.Picquet
 JUNIOR CLASS - P.Blackmore / R.Dirgo / J.Pierce / A.Sharp
 SOPHOMORE CLASS - C.Gunderson / A.Huxoll / R.Stagemeyer
 FRESHMAN CLASS - C.Hambidge / S.Hoefs / V.Leising / J.Strand

GUIDANCE AND COUNSELING SERVICES

SCHOLARSHIPS: Seniors are eligible for scholarships, but it is the student's responsibility to make applications and take the necessary steps in securing them.

FINANCIAL AID: After selecting a college or technical school, students should contact the Director of Financial Aid of the institution for financial assistance.

CAREER CENTER: The Career Education Center, located in the Guidance Office, is designed to assist students in making college, vocational, and occupational choices. This Center houses college catalogs, occupational handbooks, career briefs, and special interest materials. Students are encouraged to use the Center to help with post high school decisions.

PARENT CONCERNS:

Parents are urged to consult with the counselor whenever there is a need. Please feel free to call the counselor, at school, concerning your son or daughter.

DAILY ANNOUNCEMENTS

All announcements are due to the office by 7:45 a.m. Make sure they have sponsor approval. All announcements must be approved by the building principal. They are available through PowerSchool.

GRADING SYSTEM

The grading system of Arapahoe-Holbrook Public Schools shall be as follows:

- 1. Grading periods of approximately nine (9) weeks shall be used four (4) times per year for grades K-8. Grading periods of approximately sixteen (16) weeks (semester) shall be use for grades 9-12 with progress reports showing grades shall be provided approximately nine (9) weeks after the start of each semester.

- 2. The grading and conversion scale are as follows:

- 93-100 A
- 86-92 B
- 78-85 C
- 70-77 D
- BELOW 70 F
- INCOMPLETE* I

INCOMPLETES: Incompletes may be given when a student’s work for the term is not complete. Incompletes will be given only in cases of students who have fallen behind in their work because of illness, accident, or other extreme reasons. Students who have regular attendance should not have fallen behind and do not warrant incompletes. All incompletes must be removed within two weeks of the grading period. If the incomplete has not been removed, it will go on record as a failure. There will be no incompletes granted the last nine weeks of school.

SEMESTER TEST: Semester tests for grades 9-12 will be required for all classes. The semester test is worth a maximum of 10% of the semester grade.

REGISTRATION AND SCHEDULE CHANGES

Changes are ONLY Permitted during the first 3 days of school, with approval from individual teachers involved, parents, guidance counselor, and principal. Students having problems are urged to consult with the guidance counselor during this time frame. Changing class schedules at mid-year will require authorization from individual teachers involved, parents, guidance counselor, and principal. In almost all instances, students must register on a yearly basis as opposed to a semester basis, with the exception of those classes offered on a semester basis.

HONOR ROLL

In order to qualify for the various honor roll levels at Arapahoe, a student must be enrolled in at least seven classes, of which 4 must be core classes, and be in good standing.

MERIT HONOR ROLL (A AVERAGE)..... 95%-100% & No Grades Below 86%
HONOR ROLL (A/B AVERAGE) 90%-95% & No Grades Below 86%

GRADE ADVANCEMENT FOR 7TH-8TH GRADE STUDENTS

Students in grades 7th and 8th must pass two semesters of their core courses in order to progress to the next grade level. Core courses include Math, Science, Social Studies and Science.

GRADUATION REQUIREMENTS

Students differ widely in what they bring to the school and what they expect from it. For this reason, the following are stated as minimums to allow flexibility in the planning of individual programs. However, on the assumption that there are some elements that should be shared by all educated persons, these uniform minimum requirements are established for graduation from Arapahoe High School. A student must have earned a total of 240 semester hours. Five hours of credit are given for a course offering that meets five days per week or the equivalent amount of time, for a full semester.

GRADUATION GUIDELINES

In order to participate in the Commencement Ceremony the students **must have completed the following:**

1. Complete all credits required by Arapahoe/Holbrook Public Schools.
2. Take care of all financial obligations and return all school equipment.
3. Complete all Community Service requirements established by the Board of Education.
4. Attend all graduation practices.

Students will need to bring their decorated mortar board should they want to wear it at graduation. Those not wishing to decorate their mortar boards will not need to bring it. Students will not be allowed to wear a decorated mortar board unless it has been received by the Building Principal one week prior to graduation. (design must be approved two weeks prior)

The Valedictorian and Salutatorian will be given the opportunity to give a speech during the ceremony.

Seniors will be required to dress appropriately, semi formal. No jeans, tennis shoes, flip-flops, shorts or t-shirts.

Graduates will be allowed to wear the following academic attire:

1. National Honor Society Honors
2. Valedictorian and Salutatorian Honors
3. Grade Point Average Cords
4. Military Stoll

Senior Honors and Awards will be noted with an insert to the Commencement Program.

CLASS REQUIREMENTS:

Each student must successfully complete work in the following areas:

Science

30 Semester Hours

1. Life Science
2. Physical Science

Mathematics

30 Semester Hours

Required Courses must include Algebraic and Geometrical Courses

Social Science

30 Semester Hours

1. World Geography/World History/Sociology
2. American History
3. American Government

Language Arts

40 Semester Hours

1. English I or Basic English 9
2. English II or Basic English 10
3. English III or Basic English 11
4. English IV or Basic English 12

Vocational Education

20 Semester Hours

Business Area - 10 Semester Hours

Industrial Arts, Voc. Agriculture, Family & Consumer Science - 10 Semester Hours

Physical Education or Fine Arts

10 Semester Hours

Physical Education, Art, Music – 10 Semester Hours

Speech

5 Semester Hours

Beginning Speech

Comprehensive Health, Careers, and Drug Education

5 Semester Hours

Comp. H, C, & D

Basic Computer Keyboarding and Operation

5 Semester Hours

1. Computer Applications or Basic Computer

AHPSs strongly recommends that all juniors take a math and a science class. Juniors are required to take a statewide assessment in reading, writing, math and science.

ACADEMIC PROGRESS: Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports

of student progress will be sent to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and junior-senior high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

COMMUNITY INTERACTION REQUIREMENT: The purpose of this requirement is to develop an awareness of citizenship and community responsibility among AHS students. Students will be required to meet the following community interaction hours:

- Freshman year (Attend one City Council or School Board Meeting);
- Sophomore Year (5 hours of service);
- Junior Year (10 hours of service); and
- Senior Year (15 hours of service).

A total of 30 hours must be completed before graduation. Students may work hours ahead of the assigned time. The principal will keep a record of time volunteered and work with the students upon approval of hours donated. (Transfer students will be prorated in). Work-study hours will not count towards the Community Interaction hours.

Students must register for a minimum of 35 hours per semester and shall include a minimum of 20 hours from the "academic curriculum." "Non-academic" classes include Physical Education, Band, Vocal Music, Library Aide, and interscholastic athletics.

Any deviation from this requirement must be approved by the principal and/or superintendent. Students identified as special education through proper testing procedures approved by the State Department of Education will be required to successfully complete the course of study prescribed in their individualized educational plan.

GRADUATION: Students must meet all graduation requirements as established by the AHPS Board of Education in order to receive a diploma. Students who have met the requirements for graduation, all classes completed (no incompletes), Community Service Requirements completed and all financial obligations met by the seniors last day shall be eligible to participate in the graduation ceremony. In addition, students must attend graduation practice. Graduation is a formal ceremony. Graduates should dress accordingly. Graduates and their families will show respect for all of the graduating classmates. No disruptive behavior will be tolerated. Attendance at graduation is not required.

STUDENT EXPECTATIONS AT AHS DANCES: Our hope is that AHS school dances will continue to be part of the high school experience, and that each student will have a fun and safe night. Inappropriate dancing is prohibited at all AHS dances. Any out of

town guest must be approved by the principal. Students must have a completed Out of Town Guest Form by the deadline established by the building principal. When a dancer exhibits any of these inappropriate motions, they will be warned or removed. If a student is removed, a staff member will notify the parents/guardian regarding arrangements for transportation. Other consequences could be determined by the school or school district including restrictions from other dances and similar activities. All other AHS rules and student responsibilities apply at school dances. This includes Code of Conduct rules, appropriate behavior and dress rules. We are looking forward to fun and safe dances with our student body. AHPSS has always appreciated the support of our parents and guardians in these matters.

INSUBORDINATION: Insubordination is defined as refusal to obey a school rule, regulation or request of a teacher or school official. A suspension of up to three (3) days may be given to a student for any act of insubordination. Repeat offenders may also be referred to the Board of Education for review and disciplinary action.

STUDENT AUTOMOBILES

Students that drive a motor vehicle to school must know and obey the following rules:

1. Driving from the school grounds during school hours is not permitted without office permission.
2. Speeding or careless driving on the school grounds and on streets bordering the school is not permitted.
3. Sitting in cars during the school day is not allowed. (This includes the noon period.) If students wish to get into their cars for any reason during the day, they should get permission from the principal or his/her designee.
4. Students must leave their cars after arrival at school.
5. Students will park in the designated parking area, northwest lot west of the bus barn/maintenance buildings; the northeast parking lot is designated as staff parking. Entrance can be gained from the north before and after school. Students may NOT park south of the School building on Walnut St. Students that park so that other students may not safely and conveniently move their car from the parking lot will be issued a one-hour detention.
6. Motor vehicles and the parking lots are off limits during the school day. Any students who need to go to their vehicles must have permission from the principal and enter and exit from the main entrance
7. When school is dismissed, students are urged to drive with caution. Please remember that the elementary school children are walking home. 8. Students violating safe driving practices may be suspended and will be prohibited from driving their vehicles to school.
8. During school hours, students may only ride in cars driven by parents or with written permission that has been approved by the office.

DRIVING TO APPOINTMENTS: If a student has a medical appointment during the course of the school day, the student must bring a note signed by a parent or guardian (or a phone call from the parent or guardian) before leaving for the appointment.

PLEASE REMEMBER THAT CHILDREN WILL BE WALKING HOME AFTER SCHOOL AND THEIR SAFETY IS OUR PRIMARY CONCERN.

DISMISSAL FROM CLASS FOR DISCIPLINARY REASONS:

If a student's conduct in a class or student advisory becomes so disruptive that other students are adversely affected, a teacher may as a last resort ask the student to leave the class and report to the Principal's office.

First Offense – Parents will be notified. Student will serve detention with the teacher at the end of the school day.

Second Offense – Parents will be notified. Student will receive a one-day in school suspension (8 class periods), commencing immediately.

Third Offense – Parents will be notified. Student will receive a two-day in or out of school suspension. Parents must accompany student upon readmission to school. If all three offenses occurred in the same class, the student may be dropped from that class with a failing grade.

Note – *During any in-school or out-of-school suspension, a student may not take part in or attend any school-sponsored activity.*

BEFORE SCHOOL-DURING LUNCH-AFTER SCHOOL:

Before School: A pass from a teacher is required to access any other area before 8:00.

DURING LUNCH: Senior High is a closed campus. The school campus will be closed from 8:00 am to 3:40 pm. All students will be expected to remain at school over the lunch period. Students may eat school lunch or bring their lunch. All lunches must be eaten in the lunchroom. Students are allowed to go home for lunch ONLY when a parent/guardian picks them up and returns them to school. Students are NOT allowed to drive or walk home for lunch. Students shall not leave school campus during the school day without permission from the principal.

If a student becomes ill at school, the student must check with the principal or report to the office where arrangements will be made for the student to leave school. Students may leave the building at other times during the school day with permission from a school administrator. A note or phone call from the student's parent or guardian will be required before permission to leave the campus will be granted. Any student who leaves the school campus without administrator permission shall be subject to detention or other school disciplinary action.

EXCESSIVE ABSENCES

NO CREDITS FOR OVER 25 ABSENCES: Students may make up absences by serving "seat time". Prior arrangements with the student, Principal and parents will be made. Students will work on material missed during their excessive absences. Internet Based Instruction will be used to cover the material that should have been obtained with regular attendance.

Prolonged illness, injury or emergency supported by a doctor's statement will be dealt with on an individual basis. It will be up to the principal to make judgments pertaining to whether an absence will be excused or unexcused. The parent(s) or guardian may appeal a credit deduction decision by giving the principal a written appeal request within ten (10) calendar days after notice of the credit deduction is given. A Credit Appeal Committee will review any appeal. The procedures for the appeal shall be informal, and may consist of receipt of written information only. The Credit Appeal Committee shall consist of the three individuals to be selected by the principal, and may include the principal in the principal's discretion. The Credit Appeal Committee may approve increased credits based on a determination that both of the following conditions are met:

1. the student's absences should be excused for the reason that the absences were unavoidable without fault of the student or the parent(s) or guardian and
2. the student received educational benefit commensurate with the credits to be awarded notwithstanding the absences. An appeal may be denied in the event the Credit Appeal Committee requests further information relevant to its decision and the parent(s) or guardian fails to timely provide the requested information

Students are responsible for attending all assignments on their schedules. Any failure to fulfill these obligations without prior permission constitutes a violation of school rules (usually truancy). Any student who has 10 or more unexcused absences from a class in any one semester shall not receive full credit for that course. Credit will be deducted from the standard five credits according to the following scale:

- 0.5 credits for absences of 11 to 15 class periods.
- 1.0 credits for absences of 16 to 20 class periods.
- 2.0 credits for absences of 20 to 25 class periods.

TARDY TO CLASS

Tardiness is rarely excusable. Students who are not where they are supposed to be when the tardy bell rings may be judged tardy. In most cases, this means that students should be in their assigned seats when the bell rings. A tardy requires an admit slip will be the only ones recorded on attendance sheets. Students who are tardy other periods are to report back to their previous teacher for a tardy slip. If the

student has been held over in class, the slip will be marked excused. If the student left the previous class on time, the slip will be marked unexcused. Detention may be required by the individual teacher.

TARDY VIOLATIONS: The student will serve a 30-minute detention at the end of the school day or the next morning. If the student fails to complete the assigned detention, the student will serve 60 minute detention with the teacher. Students who fail to serve their 60 minute detention will be assigned one day in-school suspension.

ADVISOR BASE PERIOD

All students will report to their Advisor Base teacher for 8th period. Advisor Base Period will be treated like all other regular classes in regards to discipline, attendance and the like. There will be NO practices or the like during the Advisor base Period, this time will be used strictly for organizational meetings and academic purposes. During the Advisor Base Period students will work on their homework or missed assignments. Teachers will have the opportunity to have students report to their class to make up any missed assignments/projects or to complete assignments/projects. No student will leave the Advisor Base period classroom unless requested by another teacher or given permission from the receiving teacher. Each Monday, the Student Advisory teacher will do grade checks with each of their students. In addition, the Student Advisory teacher will work with each student to develop short term (weekly) and long term (quarterly & semester) academic goals.

CELL PHONE POLICY

STUDENTS IN GRADES 7-12 *CELL PHONES:* May be used during the following:

- Before school, until classes commence.
- Cell Phones will not be allowed in the breakfast eating area.
- At lunch in the cafeteria. (Fridays will be PHONE-FREE Fridays and cell phones will not be allowed during lunch. We want students to utilize this time to converse with each other.)
- After school when dismissed from class by the classroom teacher.

VIOLATIONS: Any alarm or ringer going off during class or Use of cell phone at times other than those authorized.

CONSEQUENCES:

- 1st Violation – Staff member turns cell phone in to office and student may pick it up after school. Warning no detention.
- 2nd Violation – Staff member turns cell phone in to office and student may pick it up after serving 30 minute office detention. Parent is notified by student.
- 3rd Violation - Staff member turns cell phone in to office and student may pick it up after serving 60 minute office detention. Parent is notified by student. Any further violations will result in the assignment of In School Suspension.

SUMMER SCHOOL FOR GRADES 7-12

Will be available to any APS student to make up credit from proceeding school year/s. It will be run for 4 weeks during the month of June. Attendance is mandatory and will run from 8:00am-12:00pm, Monday thru Thursday. The curriculum will be online using Edgenuity. Students will have a timeline so that they will know how they should progress in order to complete their class by the end of the program. The class will meet in the Distance Learning Room at APS.

Cost of the program will be \$100, regardless of the number of credits being recovered. If a student successfully completes their class by the end of the program their fee will be refunded.

If a student cannot complete their class/es by the end of the program, an extension appeal may be made to the building principal. No extension will be granted past the end of July. Students who are granted an extension will not have their fee refunded.

If a student has to take credit recovery due to excessive classroom absences, the fee will be based on the amount of credit to be made up:

- 1/2 credit - \$25
- 1 credit - \$35
- 2 credits - \$50

Students must attend every day until the class is completed and they have made up the time they have missed. The time will be determined by the Building Principal. The Building Principal will work with the classroom teacher to determine the adequate units of instruction that will be assigned that will correspond with the time of instruction that the student missed. There will be no refund if a student is making up credit due to excessive classroom absences.

SECTION FIVE: ACTIVITY PROGRAM - TABLE OF CONTENTS

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ARAPAHOE HIGH SCHOOL ACTIVITY SPONSOR ASSIGNMENTS

Phone - (308) 962-5458

Mascot - WARRIORS

Colors - BLUE, WHITE and BLACK

Conference - REPUBLICAN PLAINS ACTIVITIES CONFERENCE

Class - D1

Superintendent - Mr. Robert Drews

Principal/Activities Director - Mr. Rudy Perez

Athletic Director - Dustin Kronhofman

Annual - Riley Dirgo

Flag Team - Allison Sharp

Cheerleaders - Bailey schneider

FCCLA - Kaitlin Spaulding

FFA - Chandler Hambidge

Instrumental Music - Allison Sharp

Vocal Music - Valerie Leising

Musical - Valerie Leising

A-Club - Head Coaches & Athletic Director

Student Council - Ashley Picquet

National Honor Society - LeAndra Monie

Academic Teams - Katie Helms (Elem/JH) / Cali Gunderson (HS)

Speech - Ashley Picquet

Prom Director - Lynn Crossley

HIGH SCHOOL COACHING ASSIGNMENTS

Cross Country - Cali Gunderson

Football - Dustin Kronhofman

Volleyball - Katie Helms

Unified Bowling - Angie Moore

Boys Basketball - John Strand

Girls Basketball - Preston Blackmore

Wrestling - Brandon Mues

Bowling - Angie Moore

Track - Dustin Kronhofman

Golf - Preston Blackmore

JUNIOR HIGH COACHING ASSIGNMENTS

Football - Chandler Hambidge

Volleyball - Kaitlin Spaulding

Boys Basketball - Chandler Hambidge

Girls Basketball - Kaitlin Spaulding

Wrestling - Brandon Mues

Track - Kaitlin Spaulding

SCHOOL FIGHT SONG

WARRIORS, WARRIORS, HATS OFF TO THEE TO OUR COLORS, TRUE WE WILL ALWAYS BE, AND EVER ONWARD TO VICTORY RAH! RAH! ARAPAHOE RAH! RAH! ARAPAHOE FIGHT ON TO VICTORY! REPEAT FIRST VERSE W-A-R-R-I-O-R-S (CLAP-CLAP) W-A-R-R-I-O-R-S (CLAP-CLAP) W-A-R-R-I-O-R-S (CLAP-CLAP) WARRIORS, WARRIORS! REPEAT FIRST VERSE

EXTRACURRICULAR ACTIVITY

EXTRACURRICULAR ACTIVITY PHILOSOPHY: Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

SAFETY: The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate. The student needs to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense. **WARNING FOR PARTICIPANTS AND PARENTS:** The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains; to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

ARAPAHOE SCHOOL ACTIVITIES: Arapahoe High School has a wide and varied activity offering. Students are encouraged to participate and enjoy the benefits received in activity programs. The following is a list of the activities that are offered:

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES FOR ARAPAHOE PUBLICSCHOOLS:

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. An eligibility committee composed of teachers, coaches, administrators, and school board members has established the following eligibility requirements. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Grading Period Eligibility: A student who is not passing two or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances. The student will remain ineligible until the next grading period (semester).
2. Weekly Eligibility: Each Monday at 9:00 the building principal will check all grades for students in grades 7-12. The students failing one subject will be eligible to participate in activities for that week.
 - a. A high school student is deemed ineligible for the week's activities if they are FAILING TWO OR MORE subjects on Monday during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which is the following Monday. If your child is ineligible several times they will continue to call you every Monday to make sure there is no miscommunication.
 - b. A Junior high student is deemed ineligible for the week's activities if they are FAILING ONE core subject (Math, English, Science, Social Studies) or TWO or more subjects on Monday during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which is the following Monday. If your child is ineligible several times they will continue to call you every Monday to make sure there is no miscommunication.
3. Academic requirements do not apply to:
 - a. Instructional field trips which are a part of the scheduled course learning experience.

- b. Activities or events which are a part of the student's grade requirements.
- 4. Activities include all athletic contests, music programs (including the musical), band programs, speech contests, FFA activities, FCCLA activities, student council activities, dances, homecoming quiz bowl, and prom. Students will be allowed to practice during this time. However, the ineligible student will not be dismissed from school to travel with the team, and will not be allowed to sit on the bench or be on the sidelines with the team during away contests. The ineligible student should be required to sit on the bench or sideline during home contests to support their teammates. The committee strongly discourages students from attending any activities they are not eligible to participate in.
- 5. If a student needs to work with a teacher directly, the student will need to arrange a time to meet with that respective teacher. If the student is having difficulty arranging a time, they will need to arrange a time through the Principal, who will make sure a time gets set up.

ATHLETIC COMPETITIONS:

Football, Boys & Girls Basketball, Wrestling, Bowling Volleyball, Unified Bowling, Boys & Girls Track, Golf , Cross Country

NON-ATHLETIC/COMPETITIONS: Instrumental Music, Vocal Music, Speech Team, Cheerleading, National Honor Society, Student Council, FCCLA, FFA, Flag Team, National Art Honor Society, Class Competitions Academic Decathlon/Quiz Bowl Team

TRIPS, CLUBS, AND PERFORMANCES: School Plays/Musical, Class Field Trips, Prom, Activities, Homecoming Activities, School Dances, Senior Sneak, Class Field Trips and/or Competitions (if graded, alternative class-work will be assigned for students who are ineligible for class trip or competition).

STUDENT AND ATHLETIC INSURANCE

Student Insurance – A packet of information will be distributed to each student at the beginning of the school year. The coverage is explained on the policy. Those students who desire to take this insurance should fill out the information required and return it with the correct amount of money to FNB Assurance. In order to reduce the chance of error, separate checks for each student would be appreciated. Athletic Insurance – Students are required to provide their own medical insurance in case of injury during an athletic practice or event. Injuries and accidents do occur at school, and it is best if the students and their parents are prepared to meet financial responsibilities.

EXTRACURRICULAR ACTIVITY CODE OF CONDUCT:

PURPOSE OF THE CODE OF CONDUCT: Participation in extracurricular activities is a privilege not a right. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

SCOPE OF THE CODE OF CONDUCT:*Activities Subject to the Code of Conduct:* The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school. Extracurricular activities include but are not limited to all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, Quiz Bowl, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may receive an extended activity suspension.

GROUND FOR EXTRACURRICULAR ACTIVITY DISCIPLINE) Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco (including electronic nicotine delivery systems), narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled

- substance or inhalant. (Note: Refer to "Drug and Alcohol Violations" [Policy No. 5103.4] for further information).
8. Public indecency.
 9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
 10. Repeated violation of any of the school rules.
 11. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school (arriving 15 minutes after the start of school), assigned classes or assigned activities.
 12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon an individual's protected status.
 13. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 14. Willfully violating the behavioral expectations for those students riding AHPS buses or vehicles used for activity purposes.
 15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
 16. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
 17. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor except when the player is representing the school at another school sponsored activity. In each case every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
 18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

19. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility. All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

DRUG AND ALCOHOL VIOLATIONS: Student tobacco, vaping, alcohol, drug and mind-altering substance use results in negative effects on behavior, learning, and social and physical development. The Board believes that tobacco, vaping, alcohol, drug, and mind-altering substance use can result in dependency and misuse; we believe that early intervention in adolescent substance abuse can benefit the student before significant harm or dependency results. The Board believes that we have the obligation to address what we consider to be detrimental influences on student's performance, achievement, and development, the following substance abuse/activity participation policy was developed. It is a part of a total effort in discouraging the use of tobacco, alcohol, and other illegal drugs by the young people of our school community

Meaning of Terms:

Use or Consumption – includes any level of consumption or use of alcohol, a controlled substance or mind-altering substance). Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the Influence – means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. It also includes being impaired by reason of the abuse of any mind-altering substance.

Possession – includes having control of alcohol, a controlled substance or a mind-altering substance and includes being in the same area where the substance is present with no responsible adult present and responsible for the substance.

Possession includes situations where, for example:

- a. *Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- b. *Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol. *In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol

would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

DRUG AND ALCOHOL POLICY VIOLATION CONSEQUENCES

1. Students will be suspended from practices and participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses will be determined by school policy.
2. The disciplinary consequence and level of the violation is set in and any prior violations committed by the student and/or if the student complied with the self-reporting obligations.
3. Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations: A student who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:
 - a. First Violation: 21 days.
 - b. Second or Any Subsequent Offense: One calendar year.
 - c. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 14 days for the first violation. A commensurate reduction (approximately seventy-five percent (75%) as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
 - d. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency the consequence will be reduced to 10 days in the case of a first violation.
 - The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Principal or Principal's Designee. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

- e. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

STEROID OFFENSES: A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods: 1. First Violation: 30 consecutive days. 2. Second or Any Subsequent Offense: One calendar year.

WHEN SUSPENSIONS BEGIN: All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the spring will be carried over to the fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

LETTERS AND POST-SEASON HONORS: A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the approval from the Principal or the Principal's Designee, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors(e.g. completes the season in good standing).

SELF-REPORTING: A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made within twenty-four hours after the parents/guardians are notified of the charge and that an investigation has begun. In making a self-report, the student must voluntarily come forward and identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be

required to self-report such offense. The student can provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct. All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

DETERMINING A VIOLATION HAS OCCURRED: A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria: 1. When a student receives a citation from law enforcement. 2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest, an adjudication of delinquency by the juvenile court or plea-bargain that defers adjudication and/or includes expungement. 3. When a student admits to violating one of the standards of the Code of Conduct. 4. When a student is accused in writing by a staff member of violating one of the standards of the Code of Conduct and the Principal determines that such information is reliable. 5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

PROCEDURES FOR EXTRACURRICULAR DISCIPLINE: The following procedures are established for suspensions from participation in extracurricular activities related to violations of the "Drug and Alcohol Free Policy": ENFORCEMENT PROCEDURE FOR DRUG AND ALCOHOL VIOLATIONS – DISTRICT RELATED: Any violation of the Drug and Alcohol free Policy on any District's grounds, in any District's vehicles, or at any District's activities will be handled directly with the student(s). Following the student's consultation with the school administrator, the administrator will determine if, when and who may need to be contacted. Possible contacts include parents/guardians, law enforcement, and/or any other party deemed necessary by administration.

ENFORCEMENT PROCEDURE FOR DRUG AND ALCOHOL VIOLATIONS – NON-DISTRICT RELATED: Any violation of the Drug and Alcohol Free Policy that do NOT occur on any District's property, NOT in any District's vehicle, and NOT at any District's activity will only be addressed when the student receives a legal citation or a written report has been filed with administration claiming the student violated policy. These violations will be addressed in the following manner:

1. When the administration becomes aware of a citation or a written accusation has been made against a student, the administrator will notify the parents/guardians of the possible violation, that an investigation will begin and information on both the self-reporting guidelines and the sanctions the student can receive.
2. The school official(s) investigating the legal citation or written accusation will conduct a reasonable investigation of the facts and circumstances

3. The student will have 24 hours to self-report after parents/guardians have been notified.
4. If a student is found to be in violation of policy, disciplinary actions will follow

INVESTIGATION: The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances.

Meeting: Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose will be held in person or via a telephone conference.

1. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
2. The suspension will be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. If the meeting has to be delayed, the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

NOTICE LETTER: Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Principal or Principal's Designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

INFORMAL HEARING BEFORE SUPERINTENDENT: When the student or student's parent/guardian disagrees with the Principal's decision, the student or student's parents/guardians must request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

1. A form is available to request such a hearing and must be signed by the parent or guardian. The form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
2. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
3. If a hearing is requested:
 - a. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.

- b. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - c. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - d. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
4. No Stay of Penalty: There will be no stay of the penalty imposed pending completion of the due process procedures
 5. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

ATTENDANCE: Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the schools' attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day (arriving 15 minutes after the start of school going home sick during the day). A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Superintendent..

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

NATIONAL HONOR SOCIETY

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

ADMISSION TO THE NATIONAL HONOR SOCIETY:

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school at the end of first semester. New members will be announced, and a formal induction ceremony will be held during the second semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 93% or better on a 100% scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

The Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. Students who receive a 3.5 average on a 4 point scale in the four criteria areas qualify for membership in the Arapahoe Chapter of the National Society. The Faculty Council will give any student falling below the 3.5 cut-off individual consideration. The five- member Faculty Council will discuss each student's qualifications, vote by secret ballot and provide constructive comments on how to improve their credentials. The five-member Faculty Council will vote on each student individually. Students need three votes to be offered membership. Comments will be made available upon request. Candidates are notified regarding selection or non-selection according to a predetermined schedule. ***National NHS guidelines require that all Faculty Council members remain anonymous***

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

In addition to scholarship, the faculty council determines membership using three additional criteria that include the areas of leadership, service, and character. The following guidelines from the National Honor Society Handbook will give further help in these areas. Below are some brief criteria that the Faculty Council considers during the selection process.

LEADERSHIP:

The student who exercises leadership:

Is resourceful in proposing new problems, applying principles, and making suggestions
Demonstrates initiative in promoting school activities.

Exercises influence on peers in upholding school ideals.

Contributes ideas that improve the civic life of the school.

Is able to delegate responsibilities

Exemplifies positive attitudes

Demonstrates academic initiative

Successfully holds school offices or positions of responsibility; conducting business effectively, efficiently, and without prodding; demonstrates reliability and dependability

Is a forerunner in the classroom, at work and in school or community activities?

Is thoroughly dependable in any responsibility accepted.

SERVICE: The student who serves:

Is willing to uphold scholarship and maintain a loyal school attitude.

Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged; family duties

Will volunteer dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.

Works well with others and is willing to take on difficult or inconspicuous responsibilities.

Cheerfully and enthusiastically renders any requested service to the school.

Is willing to represent the class or school in inter-class and inter-scholastic competition.

Will do committee and staff work without complaint

Shows courtesy by assisting visitors, teachers, and students.

CHARACTER: The student of character:

Takes criticism willingly and accepts recommendations graciously.

Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).

Upholds principles of morality and ethics.

Cooperates by complying with school regulations concerning property, programs, office, halls, etc.

Demonstrates the highest standards of honesty and reliability Shows courtesy, concern, and respect for others

Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.

Displays powers of concentration and sustained attention as shown by perseverance and application to studies.

Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

Actively helps rid the school of bad influences or environment.

Students or parents who have questions regarding the selection process or membership obligations can contact the Principal.

REMOVAL FROM NATIONAL HONOR SOCIETY:

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

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction. The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Title IX (Policy 3057)

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at: Title IX Coordinator, Superintendent Robert Drews, Arapahoe-Holbrook Public Schools 610 Walnut Street, Arapahoe, NE 68922, 308-962-5458, bob.drews@arapahoewarriors.org. The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: www.arapahoewarriors.org. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

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

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

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

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

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

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that

reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

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

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

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

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

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

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

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

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

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

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

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

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

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

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

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

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more

than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

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

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

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

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

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

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex

discrimination occurred. The individual investigating and deciding the complaint will:

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

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

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the

complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

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

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

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

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been

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

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

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

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

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

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

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

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

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

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

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

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

2024-25 AHPS Calendar

Approved 1/8/24

ARAPAHOE PUBLIC SCHOOL

2024-2025 School Calendar

August 2024							September 2024							October 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November 2024							December 2024							January 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

February 2025							March 2025							April 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

May 2025							June 2025							July 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

PERIOD SCHEDULES

- No School
- 1:30pm Dismiss - Inservice
- NSAA Moratorium
- Staff Workday/In-Service
- Monday thru Thursday Schedule
- 2:30pm Dismiss (Friday Schedule)
- 1:30pm Dismiss - PT Conf 2:00-5:00/5:30-8:00
- End of Quarter
- PK Start and End

August 2024
 12th Fall Sports Practice Begins
 9th, 12th-13th Staff Workday/In-Service Days
 14th Start of School (K-12)
 19h Start of School (PK)
 28th - 1:30 Dismissal - Staff Inservice
 (13-Student; 16-Teacher)

September 2024
 2nd - NO SCHOOL (Labor Day)
 18th 1:30 Dismissal - Staff Inservice
 26th - 1:30 pm Dismissal - PTConference 2pm-5pm & 6pm-8 pm
 27th - NO SCHOOL
 (19-Student; 19-Teacher)

October 2024
 9th - 1:30 Dismissal - Staff Inservice
 18th - End of 1st Quarter (46 Student Days)
 24th - 2:30 pm Dismissal
 25th & 28th - NO SCHOOL (Fall Break)
 (21-Student; 21-Teacher)

November 2024
 18th - Winter Sports Practice Begins
 27th - 2:30 pm Dismissal
 28th & 29th - NO SCHOOL (Thanksgiving Break)
 (19-Student; 19-Teacher)

December 2024
 20th - 2:30 pm Dismissal
 20th - End of 2nd Quarter (41 Days) (87 Days Sem 1)
 23rd thru 31st - NO SCHOOL (Semester Break)
 22nd thru 26th - NSAA Moratorium (No Activities)
 (15-Student; 15-Teacher)

January 2025
 1st - 3rd - NO SCHOOL (Semester Break)
 6th - NO SCHOOL (Staff Workday/In-Service)
 7th - Start of 2nd Semester
 22nd - 1:30 Dismissal - Staff Inservice
 (19-Student; 20-Teacher)

February 2025
 6th - 1:30 pm Dismissal - PTConference 2pm-5pm & 6pm-8 pm
 7th - NO SCHOOL
 20th - 2:30 pm Dismissal
 21st - NO SCHOOL (Winter Break)
 26th - 1:30pm Dismissal - Staff In-Service
 (18-Student; 18-Teacher)

March 2025
 3rd - Spring Sports Practice Begins
 12th End of 3rd Quarter (45 Days)
 12th - 2:30 pm Dismissal
 13th & 14th - NO SCHOOL (Spring Break)
 (19-Student; 19-Teacher)

April 2025
 2nd - 1:30 Dismissal - Staff Inservice
 17th - 2:30 pm Dismissal
 18th & 21st - NO SCHOOL (Easter Break)
 23rd - NO SCHOOL (Home Track Meet)
 (19-Student; 20-Teacher)

May 2025
 14th - Seniors Last Day
 15th - End of PK School Year
 17th - Graduation 2:00 pm
 22nd - 2:30 pm Dismissal, End of School Year (K-11)
 22nd - End of 4th Quarter (46 Days) (91 Days Sem 2)
 23rd - Staff Workday
 (16-Student; 17-Teacher)

178 Student Days
 184 Certified Staff Days

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

Adopted on: 8/8/2022
Revised on: _____
Reviewed on: _____