

Shickley Public Schools
June 15, 2026
7:00 PM: Regular Board of Education Meeting
School Lobby

1. **Preliminary Procedures**
 - 1.1. Call to Order
 - 1.2. Roll Call
 - 1.3. Pledge of Allegiance
 - 1.4. Public Notice of the Meeting and Notification of Open Meeting Law
 - 1.5. Approve Board Member Absence(s)
 - 1.6. Approve the Agenda
2. Consent Agenda
3. Financial Reports
4. Claims and Bills
5. **Welcome Visitors**
 - 5.1. Public Comments not on agenda items
 - 5.2. Public Comments on agenda items
6. Meat Boosters
7. BDS Feasibility Study
8. Committee Reports
9. **Discussion Items: Consider and Discuss - No Action to be Taken**
 - 9.1. Strategic Plan
 - 9.2. Transportation Needs
10. **Action Items: Consider, Discuss, and Take all Necessary Action**
 - 10.1. Feasibility Study
 - 10.2. Certified Contract Approval
 - 10.3. Policy Updates
 - 10.4. Rescind Policies
 - 10.5. 26-27 Handbooks
11. **Informational Items**
 - 11.1. Administrative Reports
12. Establish Future Board of Education Meeting Date(s) and Time(s)
13. Adjournment

84-1407. Act, how cited.

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

Source: Laws 2004, LB 821, § 34.

84-1408. Declaration of intent; meetings open to public.

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

Source: Laws 1975, LB 325, § 1; Laws 1996, LB 900, § 1071; Laws 2004, LB 821, § 35.

Annotations

- Nebraska's public meetings laws do not apply to school board deliberations pertaining solely to disputed adjudicative facts. *McQuinn v. Douglas Cty. Sch. Dist. No. 66*, 259 Neb. 720, 612 N.W.2d 198 (2000).
- The primary purpose of the public meetings law is to ensure that public policy is formulated at open meetings. *Marks v. Judicial Nominating Comm.*, 236 Neb. 429, 461 N.W.2d 551 (1990).
- The public meetings law is broadly interpreted and liberally construed to obtain the objective of openness in favor of the public, and provisions permitting closed sessions must be narrowly and strictly construed. *Grein v. Board of Education of Fremont*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. *Koch v. Lower Loup NRD*, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- A county board of equalization is a public body whose meetings shall be open to the public. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

84-1409. Terms, defined.

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of

any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

Source: Laws 1975, LB 325, § 2; Laws 1983, LB 43, § 1; Laws 1989, LB 429, § 42; Laws 1989, LB 311, § 14; Laws 1992, LB 1019, § 124; Laws 1993, LB 635, § 1; Laws 1996, LB 1044, § 978; Laws 1997, LB 798, § 37; Laws 2004, LB 821, § 36; Laws 2007, LB296, § 810; Laws 2011, LB366, § 2; Laws 2021, LB83, § 11.

Effective Date: April 22, 2021

Annotations

- A township is a political subdivision, and as such, a township board is subject to the provisions of the public meetings laws. *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).
- A county agricultural society is a public body to which the provisions of the Nebraska public meetings law are applicable. *Nixon v. Madison Co. Ag. Soc'y*, 217 Neb. 37, 348 N.W.2d 119 (1984).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).
- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. *Koch v. Lower Loup NRD*, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- Although the Open Meetings Act does not define "subcommittee," a subcommittee is generally defined as a group within a committee to which the committee may refer business. *Koch v. Lower Loup NRD*, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- The Open Meetings Act does not require policymakers to remain ignorant of the issues they must decide until the moment the public is invited to comment on a proposed policy. By excluding nonquorum subgroups from the definition of a public body, the Legislature has balanced the public's need to be heard on matters of public policy with a practical accommodation for a public body's need for information to conduct business. *Koch v. Lower Loup NRD*, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- As an administrative agency of the county, a county board of equalization is a public body. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- The electors of a township at their annual meeting are a public body under the Open Meetings Act. *State ex rel. Newman v. Columbus Township Bd.*, 15 Neb. App. 656, 735 N.W.2d 399 (2007).

- The meeting at issue in this case was a "meeting" within the parameters of subsection (2) of this section because it involved the discussion of public business, the formation of tentative policy, or the taking of any action of the public power district. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).
- Informational sessions in which the governmental body hears reports are briefings. *Johnson v. Nebraska Environmental Control Council*, 2 Neb. App. 263, 509 N.W.2d 21 (1993).

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

Source: Laws 1975, LB 325, § 3; Laws 1983, LB 43, § 2; Laws 1985, LB 117, § 1; Laws 1992, LB 1019, § 125; Laws 1994, LB 621, § 1; Laws 1996, LB 900, § 1072; Laws 2004, LB 821, § 37; Laws 2004, LB 1179, § 1; Laws 2006, LB 898, § 1; Laws 2011, LB390, § 29; Laws 2012, LB995, § 17.

Annotations

- There is no absolute discovery privilege for communications that occur during a closed session. *State ex rel. Upper Republican NRD v. District Judges*, 273 Neb. 148, 728 N.W.2d 275 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- The public interest mentioned in this section is that shared by citizens in general and by the community at large concerning pecuniary or legal rights and liabilities. *Grein v. Board of Education*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Hearing in closed executive session was contrary to this section since there was no showing of necessity or reason under subdivision (1)(a), (b), or (c), but did not result in reversal of board decision. *Simonds v. Board of Examiners*, 213 Neb. 259, 329 N.W.2d 92 (1983).
- Negotiations for the purchase of land need not be conducted at an open meeting but the deliberations of a city council as to whether an offer to purchase real estate should be made should take place in an open meeting. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Public meeting law was not violated where the Board of Regents of the University of Nebraska voted to hold a closed session to consider the university president's resignation, and also discussed the appointment of an interim president during such session. *Meyer v. Board of Regents*, 1 Neb. App. 893, 510 N.W.2d 450 (1993).

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

Source: Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5; Laws 2020, LB148, § 3; Laws 2021, LB83, § 12.

Effective Date: April 22, 2021

Cross References

- **Emergency Management Act**, see section 81-829.36.
- **Intergovernmental Risk Management Act**, see section 44-4301.
- **Interlocal Cooperation Act**, see section 13-801.
- **Joint Public Agency Act**, see section 13-2501.
- **Municipal Cooperative Financing Act**, see section 18-2401.

Annotations

- Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable

advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).

- An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).
- An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).
- A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall 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. The body shall require any member of the public desiring to address the body to identify

himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make 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. At the beginning of the meeting, the public shall be informed about the location of the posted information.

Source: Laws 1975, LB 325, § 5; Laws 1983, LB 43, § 4; Laws 1985, LB 117, § 2; Laws 1987, LB 324, § 5; Laws 1996, LB 900, § 1073; Laws 2001, LB 250, § 2; Laws 2004, LB 821, § 39; Laws 2006, LB 898, § 3; Laws 2008, LB962, § 1; Laws 2021, LB83, § 13.

Effective Date: April 22, 2021

Annotations

- To preserve an objection that a public body failed to make documents available at a public meeting as required by subsection (8) of this section, a person who attends a public meeting must not only object to the violation, but must make that objection to the public body or to a member of the public body. *Stoetzel & Sons v. City of Hastings*, 265 Neb. 637, 658 N.W.2d 636 (2003).

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

Source: Laws 1975, LB 325, § 6; Laws 1978, LB 609, § 3; Laws 1979, LB 86, § 9; Laws 1987, LB 663, § 26; Laws 2005, LB 501, § 1; Laws 2009, LB361, § 3; Laws 2015, LB365, § 2; Laws 2016, LB876, § 1; Laws 2021, LB83, § 14.

Effective Date: April 22, 2021

Annotations

- Under prior law, if a person present at a meeting observes and fails to object to an alleged public meetings laws violation in the form of a failure to conduct rollcall votes before taking actions on questions or motions pending, that person waives his or her right to object at a later date. *Hauser v. Nebraska Police Stds. Adv. Council*, 264 Neb. 944, 653 N.W.2d 240 (2002).
- Subsection (2) of this section does not require the record to state that the vote was by roll call, but requires only that the record show if and how each member voted. Neither does the statute set a time limit for recording the results of a vote, after which no corrections of the record can be made. If no intervening rights of third persons have arisen, a board of county commissioners has power to correct the record of the proceedings had at a previous

meeting so as to make them speak the truth, particularly where the correction supplies some omitted fact or action and is done not to contradict or change the original record but to have the record show that a certain action was taken or thing done, which the original record fails to show. *State ex rel. Schuler v. Dunbar*, 214 Neb. 85, 333 N.W.2d 652 (1983).

- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).
- There is no requirement that a public body make a record of where notice was published or posted. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Source: Laws 1975, LB 325, § 9; Laws 1977, LB 39, § 318; Laws 1983, LB 43, § 5; Laws 1992, LB 1019, § 126; Laws 1994, LB 621, § 2; Laws 1996, LB 900, § 1074; Laws 2004, LB 821, § 40; Laws 2006, LB 898, § 4.

Annotations

- The Legislature has granted standing to a broad scope of its citizens for the very limited purpose of challenging meetings allegedly in violation of the Open Meetings Act, so that they may help police the public policy embodied by the act. *Schauer v. Grooms*, 280 Neb. 426, 786 N.W.2d 909 (2010).

- Any citizen of the state may commence an action to declare a public body's action void. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- The reading of ordinances constitutes a formal action under subsection (1) of this section. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- Under the Public Meetings Act, a county lacks capacity to maintain an action to declare its official conduct "void" for noncompliance with the act. *County of York v. Johnson*, 230 Neb. 403, 432 N.W.2d 215 (1988).
- When a petitioner under this section is successful in the district court, that court may allow attorney fees. *Tracy Corp. II v. Nebraska Pub. Serv. Comm.*, 218 Neb. 900, 360 N.W.2d 485 (1984).
- Informal discussions between the Tax Commissioner and the State Board of Equalization in which instructions were clarified, with such clarification leading to the amendment of hearing notices, did not constitute a public meeting subject to the provisions of this section. *Box Butte County v. State Board of Equalization and Assessment*, 206 Neb. 696, 295 N.W.2d 670 (1980).
- The right to collaterally attack an order made in contravention of the Public Meeting Act must occur within a period of one year as is specifically provided by this section. *Witt v. School District No. 70*, 202 Neb. 63, 273 N.W.2d 669 (1979).
- Statutory change, requiring "publicized notice" for board of education employment hearings, occurring between dates meeting scheduled and conducted, held not to void proceedings. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).
- Voiding an entire meeting is a proper remedy for violations of the Open Meetings Act. Once a meeting has been declared void pursuant to Nebraska's public meetings law, board members are prohibited from considering any information obtained at the illegal meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Actions by the board of directors were merely voidable under this section, and not void. Pursuant to subsection (3) of this section, the plaintiffs were awarded partial attorney fees because they were successful in having the court declare that the board of directors was in substantial violation of the statute, even though the plaintiffs did not get the relief requested of having the board's actions declared void. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

Minutes

Regular Board of Education Meeting

Monday, May 11, 2026 7:00 PM,

School Lobby, 104 East Murray Shickley, NE 68436

President Noel called the meeting to order and roll call was taken. Members present: Ambur Hinrichs, Jered Kempf, Megan Loy, Wendell Nelson, Randy Noel, Cassie Schlegel. The Pledge of Allegiance was recited and the Open Meeting Law noted. Kempf moved and Schlegel seconded a motion to approve the agenda. Carried : Yes: 6, No: 0. Nelson moved and Kempf seconded a motion to approve the consent agenda. Carried : Yes: 6, No: 0. Schlegel moved and Nelson seconded a motion to approve the financial reports as presented. Carried : Yes: 6, No: 0. Kempf moved and Nelson seconded a motion to approve the claims and bills as presented. Carried : Yes: 6, No: 0. Principals Eberhardt and Schroeder provided assessment information and changes for the coming year. There were no visitors present. Committee activity was discussed. The finance committee met prior to the board meeting to review claims and initial budget numbers. The building and grounds committee met to review the feasibility study done by BVH Architects. The Bruning Davenport committee also attended that meeting. Dr. Essink presented several policies for initial review. The board reviewed the Strategic Plan. Schlegel moved and Kempf seconded a motion to approve updated policies: 606.05 and 611.07. Carried: Yes: 6, No: 0. Principals provided monthly reports on activities and upcoming training. The next board meeting is scheduled for June 15, 2026 at 7:00 pm. Kempf moved and Nelson seconded a motion to adjourn the meeting at 7:59 pm. Carried: Yes: 6, No: 0.

General Fund Cash Flow Report

June 15, 2026

**Shickley Public Schools - General Fund
Statement of Cash Flows**

For the 1 Month and 9 Months Ended May 31, 2026

	1 Month Ended May 31, 2026	9 Months Ended May 31, 2026
Cash Flows from Operating Activities		
Cash Received	\$ 1,642,062.64	\$ 4,863,171.16
Cash Paid - Salaries and Wages	(217,620.99)	(1,914,178.37)
Cash Paid - Group Insurance	(43,363.83)	(385,983.72)
Cash Paid - FICA	(16,344.78)	(143,888.11)
Cash Paid - Retirement	(16,106.38)	(144,039.36)
Cash Paid - Health Benefits	0.00	(47,920.38)
Cash Paid - Other Benefits	(1,148.00)	(8,937.28)
Cash Paid - Vendors	<u>(54,370.96)</u>	<u>(931,877.11)</u>
Net Cash Received (Paid) for Operating Activities	<u>1,293,107.70</u>	<u>1,286,346.83</u>
Net Increase (Decrease) In Cash	1,293,107.70	1,286,346.83
Beginning Cash	<u>2,453,456.84</u>	<u>2,460,217.71</u>
Ending Cash	<u>\$ 3,746,564.54</u>	<u>\$ 3,746,564.54</u>

Reconciliation of Net Income (Loss) To Cash Received (Paid) for Operating Activities

Net Income (Loss)	\$ 1,293,107.70	\$ 1,286,543.62
<i>Increase (Decrease) in Operating Liabilities:</i>		
Other Withholdings	<u>0.00</u>	<u>(196.79)</u>
Total Adjustments	<u>0.00</u>	<u>502,411.34</u>
Net Cash Received (Paid) for Operating Activities	<u>\$ 1,293,107.70</u>	<u>\$ 1,788,954.96</u>

Accounts

LUNCH FUND

XX0648

Available balance

\$19,885.68

ACTIVITIES FUND

XX3527

Available balance

\$115,104.78

GENERAL FUND

XX3840

Available balance

\$3,633,886.77

DEPRECIATION FUND

XXX4158

Available balance

\$5,174.45

BUILDING FUND

XXX0725

Available balance

\$479.61

DEPRECIATION FUND SAVINGS

XX0614

Available balance

\$202,654.50

BUILDING FUND SAVINGS

XX8121

Available balance

\$553,091.13

QCPUF FUND SAVINGS

XX1116

Available balance

\$259,376.14

GENERAL FUND SAVINGS

XXXX5040

Available balance

\$113,458.54

Treasurer's Report

June 15, 2026

General Fund

Depreciation Fund

Activity Fund

School Nutrition Fund

Special Building Fund

Qualified Capital Purpose
Undertaking Fund (QCPUF)

Shickley Public Schools - General Fund

Shickley, Nebraska

Statement of Assets, Liabilities, and Fund Balance

As of May 31, 2026 and 2025

	2026	2025
Current Assets		
General Fund Checking	\$ 3,633,106.00	\$ 3,199,853.85
General Fund Savings	113,458.54	113,787.90
Due from Employee	<u>0.00</u>	<u>516.96</u>
Total Current Assets	<u>3,746,564.54</u>	<u>3,314,158.71</u>
Total Assets	<u>\$ 3,746,564.54</u>	<u>\$ 3,314,158.71</u>

Liabilities and Fund Balance

	2026	2025
Current Liabilities		
Other Withholdings	\$ <u>(196.79)</u>	\$ <u>0.00</u>
Total Current Liabilities	<u>(196.79)</u>	<u>0.00</u>
Total Liabilities	<u>(196.79)</u>	<u>0.00</u>
Fund Balance		
Fund Balance	2,460,217.71	1,658,978.63
Net Income	<u>1,286,543.62</u>	<u>1,655,180.08</u>
Total Fund Balance	<u>3,746,761.33</u>	<u>3,314,158.71</u>
Total Liabilities and Fund Balance	<u>\$ 3,746,564.54</u>	<u>\$ 3,314,158.71</u>

Shickley Public Schools - General Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 9 Months ended 05/31/26

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Taxes Levied by the School	\$ 1,240,769.75	\$ 712,596.65	\$ 3,332,119.45	\$ 2,484,791.52		
Public Power District Sales Tax	0.76	0.76	1,888.72	1,907.20		
Motor Vehicle Taxes	3,910.50	4,418.31	110,239.76	107,253.90		
Penalties & Interest on Taxes	0.00	0.00	1,559.52	1,865.70		
Other Taxes Levied by the School	0.00	502,262.82	0.00	1,004,525.64		
Tuition - Preschool	12,369.00	13,618.00	93,491.50	100,072.00		
Interest on Investments	761.13	1,081.43	6,610.66	7,102.71		
Postsecondary Receipts	1,230.03	1,934.40	2,921.30	5,808.00		
County Fines & Licenses	484.19	278.05	5,145.98	3,683.41		
ESU Receipts	2,066.88	293.82	3,444.80	9,132.60		
State Aid	38,162.00	36,531.00	345,453.98	328,779.00		
SPED - School Age	94,917.00	27,217.00	341,860.00	303,833.00		
Homestead Exemption	1,111.76	1,328.27	3,335.28	3,935.24		
Property Tax Credit	243,713.59	238,074.78	487,427.18	476,149.56		
Pro-Rate Motor Vehicle	108.45	113.34	5,349.42	4,758.15		
State Apportionment	0.00	0.00	28,516.95	41,223.02		
Payments for High Ability Learners	0.00	0.00	3,284.00	0.00		
Other State Receipts	2,457.60	0.00	21,583.56	38,202.54		
Title I - Part A - ESSA - Improving Basic Programs	0.00	0.00	15,614.00	0.00		
Title II - Part A - Effective Instruction	0.00	0.00	4,138.00	0.00		
IDEA - Preschool - (619) Base & Enrollment	0.00	0.00	2,016.00	2,021.00		
IDEA - Part B - (611) Base & Enrollment	0.00	0.00	34,385.00	34,841.00		
Title IV - Part A	0.00	0.00	10,000.00	0.00		
Other Non-Revenue Receipts	0.00	0.00	2,786.10	1,523.14		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	<u>1,642,062.64</u>	<u>1,539,748.63</u>	<u>4,863,171.16</u>	<u>4,961,408.33</u>	<u>5,138,273.00</u>	<u>94.65%</u>
Disbursements						
Salaries	208,678.52	192,194.08	1,815,190.34	1,653,941.33		
Additional Compensation	8,942.47	11,625.03	98,988.03	103,937.58		
Group Insurance	43,363.83	40,967.97	385,983.72	366,852.25		
Social Security	16,344.78	15,317.51	143,888.11	132,759.06		
Retirement	16,106.38	18,012.97	144,039.36	158,294.12		
Health Benefits	0.00	0.00	47,920.38	45,514.60		
Other Benefits	1,148.00	1,153.20	8,937.28	9,474.23		
Accounting/Auditing Services	1,950.00	1,750.00	35,222.72	31,593.30		
Contracted Legal Services	82.00	325.00	1,381.00	2,020.00		
Professional Educational Services	350.00	0.00	8,058.45	7,103.80		
Employee Training & Development	511.00	2,437.76	12,024.26	15,003.06		

Shickley Public Schools - General Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 9 Months ended 05/31/26

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Mileage Paid to Staff	1,119.40	235.20	5,947.30	4,002.71		
Other Professional Services	11,781.85	6,930.90	83,651.65	82,962.79		
Technical Services	287.67	757.89	29,478.78	8,955.80		
Distance Education & Telecommunication	0.00	0.00	8,800.00	9,600.00		
Utility Services	4,017.70	4,043.88	40,120.19	37,164.20		
Non-Technology Repairs & Maintenance	4,018.65	2,446.59	106,761.51	58,959.65		
Technology Related Repairs & Maintenance	5,535.75	2,940.62	53,007.97	29,712.42		
Rentals of Land & Buildings	170.00	170.00	1,530.00	1,530.00		
Other Purchased Property Services	32.50	32.50	292.50	280.00		
Student Transportation Services Purchased	0.00	0.00	10,677.38	0.00		
Insurance	0.00	9,479.09	103,459.00	100,735.17		
Communications	53.79	58.50	1,163.75	1,955.12		
Postage	19.40	451.75	2,123.97	2,125.00		
Advertising	57.66	74.58	1,021.73	1,379.07		
Printing & Binding	1,746.17	1,630.42	15,715.53	14,673.78		
Tuition - Other Districts in State	0.00	0.00	47,093.13	55,554.00		
Tuition - Postsecondary Schools	0.00	0.00	14,715.69	14,347.60		
Tuition - Other	4,998.00	4,680.00	38,018.00	37,700.00		
Travel	1,701.00	1,278.00	3,768.85	3,862.44		
General Supplies	9,786.12	7,862.43	62,285.67	104,778.94		
Utility Energy Services	1,679.49	1,347.51	26,010.00	27,578.70		
Fuels	3,998.95	2,969.19	22,470.87	23,815.84		
Books & Periodicals	0.00	5,579.93	6,288.75	20,598.86		
Digital Instruction Materials	0.00	0.00	10,978.68	14,455.04		
Web/Cloud Based Software	119.00	119.00	9,787.00	21,060.65		
Technology Supplies	0.00	811.06	1,672.73	7,094.48		
Machinery	0.00	0.00	0.00	7,620.00		
Technology Related Hardware	0.00	0.00	59,972.41	7,490.29		
Technology Software	0.00	0.00	11,576.91	14,889.00		
Dues & Fees	354.86	133.35	6,603.94	4,853.37		
Fund Transfers to Lunch Fund	0.00	20,000.00	90,000.00	60,000.00		
Total Disbursements	<u>348,954.94</u>	<u>357,815.91</u>	<u>3,576,627.54</u>	<u>3,306,228.25</u>	<u>6,575,000.00</u>	<u>54.40%</u>
Net Income (Loss)	<u>\$ 1,293,107.70</u>	<u>\$ 1,181,932.72</u>	<u>\$ 1,286,543.62</u>	<u>\$ 1,655,180.08</u>		

Shickley Public Schools - Depreciation Fund
 Shickley, Nebraska
Statement of Assets, Liabilities, and Fund Balance
 As of May 31, 2026 and 2025

	2026	2025
Current Assets		
Depreciation Fund Checking	\$ 5,174.45	\$ 5,174.45
Depreciation Fund Savings	<u>202,654.50</u>	<u>232,114.86</u>
Total Current Assets	<u>207,828.95</u>	<u>237,289.31</u>
Total Assets	<u>\$ 207,828.95</u>	<u>\$ 237,289.31</u>

Liabilities and Fund Balance

	2026	2025
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	332,790.06	415,911.68
Net Income	<u>(124,961.11)</u>	<u>(178,622.37)</u>
Total Fund Balance	<u>207,828.95</u>	<u>237,289.31</u>
Total Liabilities and Fund Balance	<u>\$ 207,828.95</u>	<u>\$ 237,289.31</u>

Shickley Public Schools - Depreciation Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 9 Months ended 05/31/26

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Interest on Investments	\$ 101.71	\$ 152.52	\$ 1,224.89	\$ 2,026.23		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	<u>101.71</u>	<u>152.52</u>	<u>1,224.89</u>	<u>2,026.23</u>	<u>202,500.00</u>	<u>0.60%</u>
Disbursements						
Other Professional Services	10.00	0.00	10.00	73,635.00		
Rentals - Vehicles and Equipment	0.00	0.00	0.00	3,000.00		
Vehicles	126,176.00	0.00	126,176.00	96,000.00		
Technology-Related Hardware	0.00	0.00	0.00	8,013.60		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Disbursements	<u>126,186.00</u>	<u>0.00</u>	<u>126,186.00</u>	<u>180,648.60</u>	<u>535,284.00</u>	<u>23.57%</u>
Net Income (Loss)	<u>\$ (126,084.29)</u>	<u>\$ 152.52</u>	<u>\$ (124,961.11)</u>	<u>\$ (178,622.37)</u>		

Shickley Public Schools - Activities Fund
 Shickley, Nebraska
Statement of Assets, Liabilities, and Fund Balance
 As of May 31, 2026 and 2025

	2026	2025
Current Assets		
Activities Fund Checking	\$ <u>113,381.60</u>	\$ <u>119,784.40</u>
Total Current Assets	<u>113,381.60</u>	<u>119,784.40</u>
Total Assets	<u>\$ <u>113,381.60</u></u>	<u>\$ <u>119,784.40</u></u>

Liabilities and Fund Balance

	2026	2025
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	<u>113,381.60</u>	<u>119,784.40</u>
Total Fund Balance	<u>113,381.60</u>	<u>119,784.40</u>
Total Liabilities and Fund Balance	<u>\$ <u>113,381.60</u></u>	<u>\$ <u>119,784.40</u></u>

Shickley Public Schools - Activities Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 9 Months ended 05/31/26

	Beginning Balance	Receipts	Transfers	Disbursements	Ending Balance
Activities					
Annual	\$ 12,511.90	\$ 4,075.00	\$ -	\$ (4,213.48)	\$ 12,373.42
Athletics	(2,566.03)	11,729.00	632.40	(24,740.69)	(14,945.32)
Athletics - Golf	205.00	-	-	-	205.00
Class of 2026	4,232.51	-	(2,496.62)	(2,009.69)	(273.80)
Class of 2027	9,940.00	2,340.55	-	(5,138.26)	7,142.29
Class of 2028	1,814.00	871.16	-	(29.91)	2,655.25
Class of 2029	1,714.14	1,043.37	-	(30.00)	2,727.51
Class of 2030	966.92	1,068.61	-	-	2,035.53
Class of 2031	-	1,156.18	-	-	1,156.18
College Access	991.14	2,500.00	-	(1,493.99)	1,997.15
Concessions	2,486.63	16,343.92	(5,661.20)	(8,124.21)	5,045.14
Drama	2,315.65	8,728.95	-	(7,389.33)	3,655.27
Educators Rising	2,349.40	-	-	(75.00)	2,274.40
FBLA	3,683.88	1,083.28	910.00	(1,682.98)	3,994.18
FFA	4,805.01	30,320.00	724.40	(28,648.54)	7,200.87
Grants	24,116.28	7,000.00	-	(10,713.46)	20,402.82
Interest	378.51	227.93	-	-	606.44
Library	1,622.46	-	-	(359.93)	1,262.53
Music	9,738.95	168.00	642.00	(1,413.73)	9,135.22
National Honor Society	721.80	500.00	-	(885.00)	336.80
Post Prom	93.29	1,600.00	2,496.62	(2,782.32)	1,407.59
School Culture	3,357.88	2,363.00	1,437.20	(3,284.84)	3,873.24
Special Projects	18,450.70	18,153.00	341.84	(21,921.86)	15,023.68
Speech	1,950.84	-	875.60	(813.77)	2,012.67
Striv	9,405.00	6,300.00	-	-	15,705.00
Student Council	3,386.85	-	439.60	(458.04)	3,368.41
Swimming Pool	341.84	-	(341.84)	-	-
Teacher Scholarship	1,400.00	-	-	(1,000.00)	400.00
Wellness	2,892.26	2,010.00	-	(2,298.13)	2,604.13
Total Activities	<u>\$ 123,306.81</u>	<u>\$ 119,581.95</u>	<u>\$ -</u>	<u>\$ (129,507.16)</u>	<u>\$ 113,381.60</u>
Activities Budget	<u>\$ 123,307.00</u>	<u>\$ 265,000.00</u>	<u>\$ -</u>	<u>\$ 300,000.00</u>	<u>\$ 88,307.00</u>

Shickley Public Schools - Lunch Fund

Shickley, Nebraska

Statement of Assets, Liabilities, and Fund Balance

As of May 31, 2026 and 2025

	2026	2025
Current Assets		
Lunch Fund Checking	\$ 19,577.52	\$ 27,110.83
Total Current Assets	<u>19,577.52</u>	<u>27,110.83</u>
Total Assets	<u>\$ 19,577.52</u>	<u>\$ 27,110.83</u>

Liabilities and Fund Balance

	2026	2025
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	19,648.51	24,596.23
Net Income	<u>(70.99)</u>	<u>2,514.60</u>
Total Fund Balance	<u>19,577.52</u>	<u>27,110.83</u>
Total Liabilities and Fund Balance	<u>\$ 19,577.52</u>	<u>\$ 27,110.83</u>

Shickley Public Schools - Lunch Fund
 Shickley, Nebraska
Statement of Receipts and Disbursements
 For the 1 Month and 9 Months ended 05/31/26

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Interest on Investments	\$ 2.09	\$ 4.85	\$ 33.13	\$ 45.41		
Daily Sales - School Lunch	7,219.00	7,512.55	55,874.00	52,075.38		
Daily Sales - Non-Reimbursable Programs	908.00	993.20	6,777.28	7,097.60		
Federal Nutrition Programs	0.00	3,664.28	55.18	29,406.57		
Fund Transfers In	0.00	20,000.00	90,000.00	60,000.00		
Other Non-Revenue Receipts	0.00	0.00	646.76	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	<u>8,129.09</u>	<u>32,174.88</u>	<u>153,386.35</u>	<u>148,624.96</u>	<u>275,539.00</u>	<u>55.67%</u>
Disbursements						
Salaries	6,226.20	8,630.55	54,832.04	57,344.68		
Additional Compensation	642.40	462.00	6,041.60	5,370.00		
Group Insurance	383.11	1,166.59	7,193.91	8,490.33		
Social Security	519.91	690.04	4,607.98	4,747.89		
Retirement	474.64	1,289.73	3,809.84	4,462.08		
General Supplies	0.00	0.00	39.24	163.50		
Food	6,892.94	4,420.80	76,932.73	65,402.27		
Dues & Fees	0.00	0.00	0.00	129.61		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Disbursements	<u>15,139.20</u>	<u>16,659.71</u>	<u>153,457.34</u>	<u>146,110.36</u>	<u>275,000.00</u>	<u>55.80%</u>
Net Income (Loss)	<u>\$ (7,010.11)</u>	<u>\$ 15,515.17</u>	<u>\$ (70.99)</u>	<u>\$ 2,514.60</u>		

Shickley Public Schools - Building Fund

Shickley, Nebraska

Statement of Assets, Liabilities, and Fund Balance

As of May 31, 2026 and 2025

	2026	2025
Current Assets		
Building Fund Checking	\$ 479.61	\$ 241.61
Building Fund Savings	<u>553,091.13</u>	<u>544,025.67</u>
Total Current Assets	<u>553,570.74</u>	<u>544,267.28</u>
Total Assets	<u>\$ 553,570.74</u>	<u>\$ 544,267.28</u>

Liabilities and Fund Balance

	2026	2025
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	426,073.13	450,472.82
Net Income	<u>127,497.61</u>	<u>93,794.46</u>
Total Fund Balance	<u>553,570.74</u>	<u>544,267.28</u>
Total Liabilities and Fund Balance	<u>\$ 553,570.74</u>	<u>\$ 544,267.28</u>

Shickley Public Schools - Building Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 9 Months ended 05/31/26

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Taxes Levied by the School	\$ 128,556.95	\$ 56,369.63	\$ 328,678.44	\$ 141,704.26		
Public Power District Sales Tax	0.00	0.00	195.52	150.79		
Penalties and Interest on Taxes	0.00	0.00	121.06	141.51		
Other Taxes Levied by the School	0.00	39,731.24	0.00	79,462.48		
Interest on Investments	157.69	339.93	1,846.58	2,861.45		
Homestead Exemption	115.19	105.08	345.57	312.32		
Property Tax Credit	25,251.33	18,832.78	50,502.66	37,665.56		
Pro-Rate Motor Vehicle	11.24	8.96	506.53	368.23		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	<u>154,092.40</u>	<u>115,387.62</u>	<u>382,196.36</u>	<u>262,666.60</u>	<u>407,150.00</u>	<u>93.87%</u>
Disbursements						
Buildings	34,953.75	45,000.00	254,698.75	90,000.00		
Furniture & Fixtures	0.00	0.00	0.00	11,711.75		
Technology Hardware	0.00	0.00	0.00	67,160.39		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Disbursements	<u>34,953.75</u>	<u>45,000.00</u>	<u>254,698.75</u>	<u>168,872.14</u>	<u>858,681.00</u>	<u>29.66%</u>
Net Income (Loss)	<u>\$ 119,138.65</u>	<u>\$ 70,387.62</u>	<u>\$ 127,497.61</u>	<u>\$ 93,794.46</u>		

Shickley Public Schools - QCPUF Fund

Shickley, Nebraska

Statement of Assets, Liabilities, and Fund Balance

As of May 31, 2026 and 2025

	2026	2025
Current Assets		
QCPUF Savings	\$ 259,376.14	\$ 261,132.14
Total Current Assets	<u>259,376.14</u>	<u>261,132.14</u>
Total Assets	<u>\$ 259,376.14</u>	<u>\$ 261,132.14</u>

Liabilities and Fund Balance

	2026	2025
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	270,965.05	287,675.27
Net Income	<u>(11,588.91)</u>	<u>(26,543.13)</u>
Total Fund Balance	<u>259,376.14</u>	<u>261,132.14</u>
Total Liabilities and Fund Balance	<u>\$ 259,376.14</u>	<u>\$ 261,132.14</u>

Shickley Public Schools - QCPUF Fund
 Shickley, Nebraska
Statement of Receipts and Disbursements
 For the 1 Month and 9 Months ended 05/31/26

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Taxes Levied by the School	\$ 72,069.82	\$ 44,670.21	\$ 197,140.07	\$ 113,235.75		
Public Power District Sales Tax	0.00	0.00	109.61	119.50		
Penalties & Interest on Taxes	0.00	0.00	99.38	116.59		
Other Taxes Levied by the School	0.00	31,485.13	0.00	62,970.26		
Interest on Investments	70.09	147.01	839.57	1,267.40		
Homestead Exemption	64.58	83.27	193.74	246.13		
Property Tax Credit	14,156.04	14,924.09	27,831.53	29,848.18		
Pro-Rate Motor Vehicle	6.30	7.10	319.69	298.06		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	<u>86,366.83</u>	<u>91,316.81</u>	<u>226,533.59</u>	<u>208,101.87</u>	<u>228,280.00</u>	<u>99.23%</u>
Disbursements						
Debt Related Expenses	10.00	20.00	220.00	230.00		
Redemption of Principal	0.00	1,762.50	235,000.00	231,762.50		
Interest on Long Term Debt	1,140.00	200.00	2,902.50	2,652.50		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Disbursements	<u>1,150.00</u>	<u>1,982.50</u>	<u>238,122.50</u>	<u>234,645.00</u>	<u>242,703.00</u>	<u>98.11%</u>
Net Income (Loss)	<u>\$ 85,216.83</u>	<u>\$ 89,334.31</u>	<u>\$ (11,588.91)</u>	<u>\$ (26,543.13)</u>		

Claims and Bills Report

June 15, 2026

**Shickley Public Schools - General Fund
School - ESSA Bills**

General Fund Checking
June 1, 2026 - June 30, 2026

Date	Ref	Account #	Account Description	Name	Description	Amount
05/13/26		01-2-01100-610-000	General Supplies	Intuit	Checks	249.22
						<u>249.22</u>
06/01/26	ACCT	01-2-02510-315-000	Accounting/Auditing Services	Krista Swartzendruber, CPA	Accounting/Payroll Services	1,950.00
						<u>1,950.00</u>
06/01/26	OMNIFY	01-2-02510-810-000	Dues & Fees	Omnify Benefits	Omnify Benefits Charge	3.00
						<u>3.00</u>
06/08/26	38400	01-2-01100-610-001	General Supplies	ACT	ACT Testing	37.00
						<u>37.00</u>
06/15/26		01-2-02710-626-000	Fuels	Wex Bank	Transportation Fuel	3,539.10
06/15/26		01-2-02712-626-000	Fuels	Wex Bank	Transportation Fuel - SPED	531.48
						<u>4,070.58</u>
06/15/26	38401	01-2-01200-569-000	Tuition - Other	Boys Town - Father Flanagan's Boys Home	SPED Tuition	5,460.00
						<u>5,460.00</u>
06/15/26	38402	01-2-02680-410-000	Utility Services	Burton Enterprises	Trash Service	170.00
						<u>170.00</u>
06/15/26	38403	01-2-02610-431-000	Non-Technology Repairs & Maintenance	BVH Architecture	Facilities Assessment	975.00
						<u>975.00</u>
06/15/26	38404	01-2-02610-350-000	Technical Services	Central Nebraska Refrigeration	Repairs	213.60
						<u>213.60</u>
06/15/26	38405	01-2-02230-432-000	Technology Related Repairs & Maintenance	DAS State Accounting	Data Service	635.74
						<u>635.74</u>
06/15/26	38406	01-2-02670-340-000	Other Professional Services	Diversified Safety	Clearinghouse Renewal	105.00
						<u>105.00</u>
06/15/26	38407	01-2-01100-610-000	General Supplies	Eakes Office Solutions	Janitorial Supplies	1,132.52
						<u>1,132.52</u>
06/15/26	38408	01-2-02230-432-002	Technology Related Repairs & Maintenance	Educational Service Unit #6	Technology Contracted Services	4,788.67
06/15/26	38408	01-2-02213-330-000	Employee Training & Development	Educational Service Unit #6	Professional Development	160.00
06/15/26	38408	01-2-01200-610-000	General Supplies	Educational Service Unit #6	Crave	100.00
						<u>5,048.67</u>

**Shickley Public Schools - General Fund
School - ESSA Bills**

General Fund Checking
June 1, 2026 - June 30, 2026

Date	Ref	Account #	Account Description	Name	Description	Amount
06/15/26	38409	01-2-02610-340-000	Other Professional Services	Facility Advocates	Assessment	945.00
						<u>945.00</u>
06/15/26	38410	01-2-02190-340-000	Other Professional Services	Fillmore County Hospital	District - Contracted Services	2,500.00
						<u>2,500.00</u>
06/15/26	38411	01-2-02610-621-000	Utility Energy Services	Galyen Energy	Propane	621.60
						<u>621.60</u>
06/15/26	38412	01-2-01190-610-002	General Supplies	Geneva Superfoods	Daycare Food	1,460.10
06/15/26	38412	01-2-01100-610-000	General Supplies	Geneva Superfoods	General Food	52.42
						<u>1,512.52</u>
06/15/26	38413	01-2-02620-610-000	General Supplies	Geneva Welding	Materials	123.58
						<u>123.58</u>
06/15/26	38414	01-2-02162-340-002	Other Professional Services	GO Physical Therapy, LLC	OT Rehab Services - 3-5	40.00
06/15/26	38414	01-2-02161-340-002	Other Professional Services	GO Physical Therapy, LLC	OT Rehab Services - Elementary	2,747.15
06/15/26	38414	01-2-02161-340-001	Other Professional Services	GO Physical Therapy, LLC	OT Rehab Services - Secondary	1,449.05
06/15/26	38414	01-2-02171-340-002	Other Professional Services	GO Physical Therapy, LLC	PT Rehab Services - Elementary	624.95
06/15/26	38414	01-2-02171-340-001	Other Professional Services	GO Physical Therapy, LLC	PT Rehab Services - Secondary	225.50
06/15/26	38414	01-2-02183-340-002	Other Professional Services	GO Physical Therapy, LLC	Vision Services - 0-2	15.75
06/15/26	38414	01-2-02181-340-002	Other Professional Services	GO Physical Therapy, LLC	Vision Services - Elementary	792.60
06/15/26	38414	01-2-02181-340-001	Other Professional Services	GO Physical Therapy, LLC	Vision Services - Secondary	609.95
						<u>6,504.95</u>
06/15/26	38415	01-2-01100-550-000	Printing & Binding	Hometown Leasing	Copier Lease	1,746.17
						<u>1,746.17</u>
06/15/26	38416	01-2-02580-530-000	Communications	Intermedia	Telephone	53.78
						<u>53.78</u>
06/15/26	38417	01-2-02330-317-000	Contracted Legal Services	KSB School Law	Legal Services	200.00
						<u>200.00</u>
06/15/26	38418	01-2-02320-540-000	Advertising	KWBE	KWBE - Advertising	37.50
						<u>37.50</u>
06/15/26	38419	01-2-01100-610-000	General Supplies	Matheson Tri-Gas, Inc.	Welding	132.54
						<u>132.54</u>

**Shickley Public Schools - General Fund
School - ESSA Bills**

General Fund Checking
June 1, 2026 - June 30, 2026

Date	Ref	Account #	Account Description	Name	Description	Amount
06/15/26	38420	01-2-02620-431-000	Non-Technology Repairs & Maintenance	Midwest Floor Specialists	Gym Floors	1,980.00 <u>1,980.00</u>
06/15/26	38421	01-2-02310-320-000	Professional Educational Services	NASB	Policy Services	1,250.00 <u>1,250.00</u>
06/15/26	38422	01-2-02310-540-000	Advertising	Nebraska Signal	Board Proceedings	50.91 <u>50.91</u>
06/15/26	38423	01-2-02630-350-000	Technical Services	Noel Lawn Care	Application	495.75 <u>495.75</u>
06/15/26	38424	01-2-01100-610-000	General Supplies	NWEA	MAP Testing	805.00 <u>805.00</u>
06/15/26	38425	01-2-01200-610-000	General Supplies	Pearson, Inc	Agriscience Books	2,320.77 <u>2,320.77</u>
06/15/26	38426	01-2-02140-643-000	Web/Cloud Based Software	Project Wayfinder	License Agreement	3,333.00 <u>3,333.00</u>
06/15/26	38427	01-2-02660-350-000	Technical Services	Protex Central	Fire Alarm	420.00 <u>420.00</u>
06/15/26	38428	01-2-02640-431-000	Non-Technology Repairs & Maintenance	Pye Barker	Hood Inspection	289.50 <u>289.50</u>
06/15/26	38429	01-2-01100-610-000	General Supplies	Quill	Supplies	625.52 <u>625.52</u>
06/15/26	38430	01-2-02610-441-000	Rentals of Land & Buildings	River Road Units	Storage Units	170.00 <u>170.00</u>
06/15/26	38431	01-2-01100-610-000	General Supplies	Savvas	Educational Resources	5,080.38 <u>5,080.38</u>
06/15/26	38432	01-2-02230-432-000	Technology Related Repairs & Maintenance	Segra	Internet	429.21 <u>429.21</u>
06/15/26	38433	01-2-02620-610-000	General Supplies	Shickley Lumber Company	Supplies	472.40 <u>472.40</u>

**Shickley Public Schools - General Fund
School - ESSA Bills**

General Fund Checking
June 1, 2026 - June 30, 2026

Date	Ref	Account #	Account Description	Name	Description	Amount
06/15/26	38434	01-2-01100-640-002	Books & Periodicals	Studies Weekly	Subscription	767.94
						<u>767.94</u>
06/15/26	38435	01-2-01190-610-002	General Supplies	Teaching Strategies	Preschool Curriculum	4,926.00
						<u>4,926.00</u>
06/15/26	38436	01-2-01200-330-000	Employee Training & Development	Thayer Central Public School	SPED Training	700.00
						<u>700.00</u>
06/15/26	38437	01-2-02630-610-000	General Supplies	The Feed Store, Inc.	Chemicals	600.00
						<u>600.00</u>
06/15/26	38438	01-2-01100-531-000	Postage	US Bank	Postage and Mailing	7.91
06/15/26	38438	01-2-01100-610-000	General Supplies	US Bank	School Supplies	4,467.24
06/15/26	38438	01-2-01100-650-000	Technology Supplies	US Bank	Supplies - Technology	25.89
06/15/26	38438	01-2-01190-610-002	General Supplies	US Bank	Daycare Supplies	141.89
06/15/26	38438	01-2-02130-610-000	General Supplies	US Bank	Health Supplies	69.00
06/15/26	38438	01-2-02213-330-000	Employee Training & Development	US Bank	Staff Training	727.00
06/15/26	38438	01-2-02410-580-000	Travel	US Bank	Hotel	160.29
						<u>5,599.22</u>
06/15/26	38439	01-2-02680-410-001	Utility Services	Village of Shickley	Utilities - Secondary	1,355.71
06/15/26	38439	01-2-02680-410-002	Utility Services	Village of Shickley	Utilities - Elementary	2,211.95
06/15/26	38439	01-2-02680-410-001	Utility Services	Village of Shickley	Utilities - Greenhouse	393.17
						<u>3,960.83</u>
06/15/26	38440	01-2-01100-610-000	General Supplies	VVS Canteen	Lounge Supplies	61.45
						<u>61.45</u>
06/15/26	38441	01-2-02680-490-000	Other Purchased Property Services	Woodward's Disposal Service	Document Disposal	32.50
						<u>32.50</u>
06/15/26	38442	01-2-01100-610-000	General Supplies	Yandas Pro Audio	Music Supplies / Repairs	283.98
						<u>283.98</u>
06/16/26		01-2-02570-291-000	Other Benefits - Teachers/Professionals	Shickley Public School - Lunch Fund	Reimbursement for Adult Meals	492.00
						<u>492.00</u>
					Total Paid	<u><u>69,574.33</u></u>

Shickley Public Schools - General Fund

School - ESSA Bills

General Fund Checking
June 1, 2026 - June 30, 2026

Date

Check count = 48

**Shickley Public Schools - Lunch Fund
School - ESSA Bills**

Lunch Fund Checking
June 1, 2026 - June 30, 2026

Date	Ref	Account #	Account Description	Name	Description	Amount
06/15/26	8080	06-2-03100-630-000	Food	Cashwa Distribution	Food Supplies	2,372.56
						<u>2,372.56</u>
06/15/26	8081	06-2-03100-630-000	Food	Geneva Super Foods	Food Supplies	23.73
						<u>23.73</u>
06/15/26	8082	06-2-03100-630-000	Food	Geneva Super Foods	Food Supplies	23.77
						<u>23.77</u>
06/15/26	8083	06-2-03100-630-000	Food	Hiland Dairy	Food Supplies	775.11
						<u>775.11</u>
06/15/26	8084	06-1-01611-000-000	Daily Sales - School Lunch	Joe Kamler	Refund	44.60
						<u>44.60</u>
06/15/26	8085	06-2-03100-110-000	Salaries - Non-Instructional	Shickley Public School - General Fund	Regular Wages	4,359.62
06/15/26	8085	06-2-03100-130-000	Salaries - Overtime - Non-Instructional	Shickley Public School - General Fund	Overtime Wages	275.60
06/15/26	8085	06-2-03100-150-000	Additional Compensation - Non-Instructional	Shickley Public School - General Fund	Sick/PTO Wages	286.80
06/15/26	8085	06-2-03100-210-000	Group Insurance - Non-Instructional	Shickley Public School - General Fund	Health Insurance	435.47
06/15/26	8085	06-2-03100-220-000	Social Security - Non-Instructional	Shickley Public School - General Fund	FICA	371.00
06/15/26	8085	06-2-03100-230-000	Retirement - Non-Instructional	Shickley Public School - General Fund	Retirement	331.85
						<u>6,060.34</u>
					Total Paid	<u>9,300.11</u>

Check count = 6

Shickley Public Schools - Building Fund

School - ESSA Bills

Building Fund Checking
June 1, 2026 - June 30, 2026

Date	Ref	Account #	Account Description	Name	Description	Amount
06/15/26	1718	08-2-04700-720-000	Buildings	Facility Advocates	HVAC Project	<u>11,651.25</u>
						<u>11,651.25</u>

Total Paid 11,651.25

Check count = 1

Shickley Public Schools - Depreciation Fund

School - ESSA Bills

Depreciation Fund Savings
June 1, 2026 - June 30, 2026

Date	Ref	Account #	Account Description	Name	Description	Amount
05/28/26		02-2-02900-732-000	Vehicles	Woodhouse	Purchase of Vehicle	<u>126,176.00</u>
						<u>126,176.00</u>
05/28/26		02-2-02900-340-000	Other Professional Services	Heartland Bank	Wire Transfer Fee	<u>10.00</u>
						<u>10.00</u>
					Total Paid	<u><u>126,186.00</u></u>

Check count = 2

Payroll Summary Report

June 15, 2026

Shickley Public Schools - General Fund

Payroll Cash Requirements

June 18, 2026

Description	Amount	Total
Cash Required for Net Pay and Electronic Funds Transfer (EFT)		
Net Pay Distributions		
Net Direct Deposits	152,859.68	
Net Pay		152,859.68
Employee Taxes		
FICA-SS	12,506.91	
FICA-MED	2,924.99	
FIT	10,165.49	
Nebraska SIT	5,813.14	
Employer Taxes		
ERFICA-SS	12,506.91	
ERFICA-MED	2,924.99	
Taxes Total		46,842.43
Payroll Total		199,702.11
Cash Required for Balance of Payroll		
<u>Employee Deductions</u>		
DENTAL	818.87	
HSA	1,458.88	
FSA - MED	1,091.65	
FSA - DCB	416.50	
VISION	376.19	
LEGAL	337.20	
DISABILITY - POST-TAX	227.58	
ACCIDENT - PRE-TAX	119.60	
WHOLE LIFE	223.32	
RETIREMENT	15,542.23	
PURCHASE OF SERV	558.51	
GARNISHMENT	428.09	
<u>Employer Contributions</u>		
HEALTH INSURANCE	42,429.32	
SCHOOL DENTAL	915.89	
SCHOOL RETIREMENT	15,697.63	
SUPPLEMENTAL INS	175.72	
Payroll Total		80,817.18
Cash Required for Billing Detail		
	Qty	
Payroll Fees		
Direct Deposit Fee	64	128.00
Total Payroll Fees		128.00
Total Cash Required		280,647.29

**Shickley Public Schools - General Fund
Payroll Liabilities Paid**

June 1, 2026 - June 30, 2026

Date	Ref	Name	Description	Amount
06/10/26	38394	Accelerated Receivables	Other Withholdings	428.09
				<u>428.09</u>
06/10/26	38395	Ameritas	Medical/Dental Withholding	376.19
				<u>376.19</u>
06/10/26	38396	Blue Cross Blue Shield	Medical/Dental Withholding	44,164.08
				<u>44,164.08</u>
06/10/26	38397	First Concord Benefits Group	125 Plan Withholding	1,508.15
06/10/26	38397	First Concord Benefits Group	Dues & Fees	37.50
				<u>1,545.65</u>
06/10/26	38398	John M Schneider	Medical/Dental Withholding	175.72
				<u>175.72</u>
06/10/26	38399	Pre-Paid Legal Services	Pre-Paid Legal Withholding	337.20
				<u>337.20</u>
06/18/26		Internal Revenue Service	FICA Withholding	30,863.80
06/18/26		Internal Revenue Service	Federal Withholding	10,165.49
				<u>41,029.29</u>
06/18/26		Nebraska Department of Revenue	State Withholding	5,813.14
				<u>5,813.14</u>
06/18/26		Colonial Life	Other Withholdings	570.50
				<u>570.50</u>
06/18/26		Heartland Bank	HSA Withholding	1,458.88
				<u>1,458.88</u>
06/18/26		Nebraska Public Employees Retirement Systems	Retirement Withholding	31,798.37
				<u>31,798.37</u>
				<u>127,697.11</u>
			Total Paid	<u>127,697.11</u>

Check count = 11

SHICKLEY PUBLIC SCHOOLS



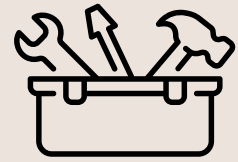
2025-2030 Strategic Plan

Our Areas of Focus

PERSONNEL EFFECTIVENESS

SPS Objective: Ensure the district provides staff resources, including professional development and mentoring to support students academically, personally, and mentally as well as building and sustaining cohesion and unity among staff.

Supporting the professional growth of effective staff and school leaders.



Relationships among staff, students, and families are the foundation a school's culture and climate

DISTRICT CULTURE AND CLIMATE

SPS Objective: Ensure that every student and staff member are personally connected to the school and provide a supportive, safe, and nurturing environment



ACADEMIC LEARNING AND SUCCESS

SPS Objective: To implement a challenging, relevant, evidence-based curriculum, aligned both horizontally and vertically, using an instructional framework that ensures depth of understanding and student-centered learning.



A balanced learning process that includes instructional methods to improves learning and growth for each student.

Align and manage district resources to meet needs and goals.

DISTRICT RESOURCES

SPS Objective: To sustain effective and efficient use of resources, focused on maintenance and improvement, safe and effective learning facilities, and highly effective staff to support students.



Our Strategies for Success

I. PERSONNEL EFFECTIVENESS

Strategy 1.1:

- Professional Development that aligns with district goals and objectives
- Allocate district calendar and resources for professional development
- Provide regular updates

Strategy 1.2

- Develop formal onboarding for new staff
- Engage community groups in welcoming new staff
- Create onboarding process for new school board members

II. DISTRICT CULTURE AND CLIMATE

Strategy 2.1:

- Continue to improve administrative communication and district efforts to inform the public.
- Pursue opportunities for the board to learn more about staff and the school environment
- Professional Development for administration to lead district initiatives.

Strategy 2.2

- Refine the elementary MTSS process
- Develop and implement MTSS in 7-12 grades
- Implement school improvement plans and goals and provide progress updates and information.

III. ACADEMIC LEARNING AND SUCCESS

Strategy 3.1:

- Align Professional Development strategies to address School Improvement goals and dedicate time for data utilization to achieve set goals.
- Board will carryout curriculum policies and allocate resources for curriculum purchase and replacement
- The administration will lead efforts to align both curriculum and instruction across the district with fidelity and staff input.
- The Board and Administration will allocate appropriate time and resources to ensure alignment

IV. DISTRICT RESOURCES

Strategy 4.1:

- The board will utilize committees to bring forth and prioritize long-term facilities and curriculum recommendations.
- The board will engage in a long-term facility planning, including consideration of: functional learning spaces, bathroom access, HVAC, vehicles, and technology.



**SHICKLEY
PUBLIC SCHOOLS**

2025-2030 Strategic Plan



TEACHER'S CONTRACT
Shickley Public School

THIS CONTRACT made by and between the School District of Shickley, No. 54 in the county of Fillmore, in the State of Nebraska, hereinafter referred to as "District" and **Dr. John Schneider**, a legally qualified teacher, hereinafter referred to as "Teacher."

WITNESSETH: That the Board of Education of the District hereby agrees to employ the Teacher above named in the schools of the district for a school year, which shall begin on or about August 13, 2026, and end on or about May 20, 2027 and shall consist of .4 FTE, the equivalent of 74 days of service and that the Teacher hereby agrees to accept such employment at a salary of **\$29,499** and under the following conditions.

VIZ: MA+18, Step 14
Index: .4 FTE

FIRST: Salary. The salary of the Teacher shall be payable in twelve (12) equal installments. The first installment shall be payable on the 20th day of September, 2026, and the remaining installments shall be payable on the same day of each month thereafter. Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof. This contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security and Teachers Retirement. Other deductions may be withheld as agreed to by the parties to this contract. Upon termination of this contract by the Board or the Teacher, the compensation shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the applicable contract year. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

SECOND: Duties. The Teacher hereby agrees to be governed by the policies of the Board of Education of the District. The duties to be performed by the Teacher shall be subject to assignment by the Superintendent or the Board. Days of service may be adjusted from year to year by the Board. The Teacher further agrees to devote full time during days of school to the Teacher's position and in all respects to diligently and faithfully perform the assigned duties to the best of the Teacher's professional ability. Regular dependable attendance is an essential function of the Teacher's position.

THIRD: Extra Duty Assignments. In addition to the normal duties traditionally required of certificated employees, the Teacher may be assigned "extra duty" assignments by the District. Such assignments shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon; provided, that the Teacher shall not unreasonably refuse to accept such assignments. Duty assignments which do not require a teaching or administrative certificate are on an at-will basis, shall be subject to removal without cause and shall not be subject to continuation or renewal as part of this Teacher's Contract.

FOURTH: Contract Termination. To the extent this Contract is subject to the continuing contract statutes, this Contract may be amended, canceled or terminated subject to required procedures in the event the Teacher violates any of the provisions of this Contract, or performs any act or does anything which is materially harmful to the employer, or which substantially inhibits the Teacher's ability to discharge the duties as set forth herein, including, but not limited to (1) becoming legally disqualified to teach in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties. Non-renewal, suspension or other disciplinary action may be enforced in accordance with applicable law. To the extent this Contract is not subject to the continuing contract statutes, it shall be terminable at will, without cause or hearing.

FIFTH: Legal Requirements. The Teacher affirms that: (1) Teacher holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extensions of this Contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Teacher shall not be compensated for services performed prior to the date of registration of this certificate; (3) Teacher is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract and (4) there shall be no penalty for release or resignation by Teacher from this Contract; provided no resignation shall become effective until expiration of the remaining term of the Contract unless the Board fixes an earlier effective date. It is understood that this Contract is also subject to provisions of the School Teachers Retirement Act.

SIXTH: Renewal. Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference except as stated on such Renewal Agreement. Renewal Agreements must be executed by the Teacher and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fifteen calendar days of receipt thereof from the District. Said Renewal agreement shall not be required to be signed by the Teacher prior to March 15. Failure to return the Renewal Agreement or an intent card by the required date shall constitute grounds for termination.

The failure to return a signed copy of this contract to the Secretary of the Board of Education or the Superintendent of the District on or before 4:00 pm on May 14th, 2026 shall constitute a rejection by the Teacher of the offer of employment.

Executed May 11th, 2026  Teacher

School District of Shickley, District No. 54 of Fillmore County, Nebraska

Executed _____, 2026 attest: _____
Secretary

Executed _____, 2026 attest: _____
President

BOARD ORGANIZATIONAL MEETING

An annual organizational board meeting shall be held at which all newly elected board members will assume their duties and take the oath of office. At the annual meeting, the board shall appoint all necessary board officers and committees for a term of one year or until the election of their successors.

The superintendent shall assume chairmanship of the meeting for the purpose of electing a board president. Ballots for officers may be cast in secret but the total vote for each candidate shall be recorded by the secretary.

If a tie occurs in selecting a President and it is not broken after five ballots, the highest returning officer from the previous board in order of President, Vice President, Secretary, and Treasurer shall assume the position of President until or unless a different board member is chosen as Board President at some future date. A vote of the board will then officially confirm the selection of the President under this method.

The board shall also appoint the superintendent or another qualified employee as the district's Non-discrimination Compliance Coordinator for the year to meet federal Equal Employment Opportunity requirements.

The board shall pass a resolution for re-adoption of all existing policies, regulations, and handbooks for the governance of the district. **The board will designate the advanced notice of board meetings.**

Legal Reference: Neb. Statutes 79-724; 84-712; 84-1413

Cross Reference: 201.01-Board Powers and Responsibilities
201.02-Board Membership - Elections/Appointment

MEETING NOTICES

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

CERTIFICATED EMPLOYEE CONTRACT RELEASE

~~A request for release from a contract shall be contingent upon finding a suitable replacement with the following exception: A request for release from contract submitted by noon on April 16 of the current school year requesting release for the upcoming school year shall be accepted by the Board without conditions.~~

As a general matter, the board will not release certificated staff members from their contractual obligations. A request for release from a contract shall be contingent upon finding a suitable replacement and with the following exception:

The Board of Education shall act upon a request from a certified employee to be released from his/her contract in the current year if the following conditions are met:

- 1. The employee provides the Board of Education with sixty (60) calendar days' notice prior to the effective requested date of resignation.*
- 2. The effective date of the resignation shall coincide with the end of a grading period.*

The Superintendent or designee shall have the sole responsibility for determining the criteria used to define a suitable replacement for each position.

If in the opinion of the certificated employee unusual circumstances exist, the certificated employee may appeal to the Board to waive any of the above stated requirements.

The superintendent is authorized to file a complaint with the Nebraska Professional Practices Commission against a certificated employee who leaves without proper release from the board.

The Board of Education reserves the right to seek damages against any certificated employee as a result of breach of contract.

Legal Reference: NDE Rule 27
Neb. Statute 79-817 et seq.

Cross Reference: 406.03 Certificated Employee Individual Contracts
406.04 Certificated Employee Continuing Contracts

StudentsStudent Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. Residents of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District;
2. Homeless students. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law;

3. Approved for option enrollment into the School District; or
4. Are otherwise legally entitled to enroll in the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Program.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS, whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference: Neb. Rev. Stat. Sec. 79-215 (residency and admission)
Neb. Rev. Stat. Sec. 79-215 (children of military or federal employee parent)
Neb. Rev. Stat. Sections 79-232 to 79-246 (option enrollment)
42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
NDE Rule 19
LB 937 (2026)

Date of Adoption: [Insert Date]

NONRESIDENT STUDENT – OPTION ENROLLMENT

A. Process and Timelines to Option In

For a student to attend [Name] Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the [Name] Public School District between September 1 and March 15 for enrollment in the following school year (the "application period"), unless otherwise permitted by law.

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline:

The application deadline will not be waived by the School District for applications to option into the [Name] Public School District, except in the following circumstances:

1. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.
3. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.
4. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by the School District to be at capacity in accordance with the Option Enrollment Resolution, and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason. For any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected if the capacity of a program, class, grade level, or school building operated by the School District

would be exceeded by accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected if the application is not filed on or before March 15, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected if the student has exhausted the number of allowable option enrollments under state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines: The application is not completely and accurately submitted, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Siblings

Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling's application received after the deadline.

D. Priority of Acceptance

Priority shall be afforded to those applications required to be given priority by law.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially at the same time, priority as between such same-date applications shall be determined on the basis of

random drawing.

E. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

F. Releases for Options Out

Provisions for Release

A request for release of a resident student of or option student currently attending [Name] Public School District who submits an enrollment option application after March 15, or any other statutory deadline will be granted only on the following conditions:

1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment, and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent's designee.
3. No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School District and the School District.

G. Notification of Acceptance or Rejection

In the case of an application to option enroll into the School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student, and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Shickley Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances:

1. The [Name] Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.

2. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about Shickley Public Schools and the school, programs, policies and procedures available to all interested persons and shall have access to the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: [Insert Date]

ATTENDANCE POLICY AND EXCESSIVE ABSENTEEISM

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 District will maintain an accurate record of student attendance.

A. Attendance and Absences.

1. 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, typically require advance approval.
 - a. School Excused. 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:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to 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 (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. 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 vacations or other events that do not meet the criteria for a School Excused absence.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. 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.

3. Mandatory Ages of Attendance. 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 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 [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;

- 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
- 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 (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- 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:

- 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
- 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 (i) financial hardship, or (ii) 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.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member 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 Superintendent's designee to be the 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 school.
5. 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.

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

6. 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 twenty (20) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

STUDENT DISCIPLINE

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
 - e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. 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. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational

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

- g. Returning from Expulsion. At the conclusion of an expulsion, the 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.
- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be suspended unless the student (1) brings a deadly weapon to school grounds, a school vehicle, or a school activity, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or designee shall implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon may be expelled in accordance with this Policy's disciplinary procedures.
- i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

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

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

If the emergency exclusion will be for five school days or less, the procedures for

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
 - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.
 1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school

- purposes, including (but not limited to) a violation of the District’s dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If 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 student's locker, 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.

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - c. 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).
 - d. Head wear including hats, caps, bandannas, and scarves.
 - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - f. Clothing or jewelry that is gang related

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

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

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

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

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

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

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

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book"

- tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

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

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

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

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

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

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at

a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

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

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

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

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Section 79-2,160

Date of Adoption: [Insert Date]

PART-TIME ENROLLMENT

The parent, guardian, or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirements may also enroll the student in the school district. The district's application form for part-time enrollment must be received by the Superintendent by August 1st preceding the school year for the student to be considered for part-time enrollment. **Part-time enrollment shall be allowed to students who are residents of the District, or admitted to the District pursuant to state law.**

The parent, guardian, or custodian requesting part-time enrollment for the student shall indicate the academic courses and extracurricular activities in which the student will participate. Considerations of educational appropriateness and district capacity limits that generally apply to option enrollment students will also apply to part-time students. Part-time students will not receive priority over full-time students.

A dual enrollment student is eligible to participate in the school district's academic and extracurricular activities in the same manner as other students enrolled in the school district to the extent allowed within NSAA regulations. ~~The student must be enrolled in five credit hours at the district in a semester during the year.~~ The policies and administrative rules of the school district shall apply to the part-time enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation. Full-time and part-time students shall have the same opportunities and expectations to participate in extracurricular activities regardless of full- or part-time status.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

- (a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.**
- (b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.**
- (c) For activities not governed by the NSAA or a national or state organization, the student**

must enroll in at least five credit hours or the equivalent for middle school students.

It shall be the responsibility of the superintendent to develop administrative regulations as needed regarding deadlines, specific courses or activities approved, restrictions of classroom space, maximum or minimum course number limitations and other procedures for this policy.

Legal Reference: Neb. Statute 79-2,136 &79-526

Cross Reference: 502 Student Admissions
504 Student Rights and Responsibilities
505 Student Discipline
506 Student Activities
508 Student Health and Well-Being
611 Academic Achievement

COMMUNITY RELATIONS GOALS

The school-community relations program is a responsibility of both the Board of Education and the total school staff. Within the bounds of legal and ethical responsibilities to pupils, the school district will attempt to keep the community well informed about the operations and needs of the school district. The school district recognizes the necessity of involving citizens in the work of the schools and of two-way communications with the schools' internal and external publics.

The board will work closely with school district-community groups, including, but not limited to, the booster club and parent-teacher organizations. The Board expects all district staff to demonstrate commitment to the involvement of parents and community members in education.

Prior to any purchase of, or fund raising for, goods or services for the school district, the group shall confer with the superintendent to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It shall be the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certified employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certified employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

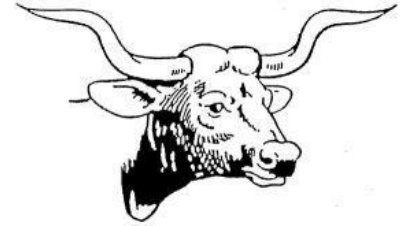
Legal Reference: Neb. Rev. Stat. Sec. 79-526
 LB 429

Approved:

Reviewed: 9-12-2016

Revised:

**SHICKLEY PUBLIC SCHOOLS
DISTRICT #54
SHICKLEY, NEBRASKA**



August 2026

Dear Students and Parents:

The purpose of this handbook is to give students and parents a better understanding of our school and to inform them of the various programs, organizations, and activities that are available.

Portions of this handbook are devoted to a detailed list of expectations, policies, and rules by which all students will be governed. These expectations, policies, and rules have been developed to ensure all students will enjoy the rights and privileges to which they are entitled. Infractions of policies and rules result in a breakdown of an orderly school system and cannot be tolerated. Therefore, it is necessary that all involved know the policies and rules so misunderstandings will be minimal.

We encourage parents to review this handbook with each student. If you have any questions regarding any item, please consult with us at any time.

We are proud of our school and the opportunities it provides. We encourage all students to take full advantage of those opportunities in order to take part in a fuller, more well-rounded education. This well-rounded education is one of the ways we are able to prepare each student for success, but we can only accomplish this through a collaborative effort between the school, students, parents, and community.

We hope everyone enjoys a successful school year.

Dr. Stan Essink
Superintendent

Mr. Greg Schroeder
7-12 Principal

Mrs. Carissa Eberhardt
PK-6 Principal

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GENERAL SCHOOL INFORMATION

School Mission and Belief Statements

The mission of Shickley Public School is to prepare students for success. We believe:

- in each student's ability to learn and develop the knowledge, understanding, skills and processes needed for life;
- in fostering the growth and development of each student intellectually, physically, emotionally, and socially;
- in providing a challenging curriculum;
- in providing the most effective educational opportunities through continual improvement at each staff and faculty position;
- in sharing the responsibility of educating our students with the family and community;
- in continuing and strengthening the relationship between the school and the community;
- in providing continual communication with all stakeholders;
- in providing a safe environment where all stakeholders believe success can exist, and is celebrated; and
- in doing what's best for the students.

Definition of a Successful Student

A successful student is a lifelong learner who:

- is creative and innovative;
- is flexible and adaptive;
- is productive and accountable;
- is independent and self-directed;
- is prepared, engaged, and willing to try;
- is self-confident and conscientious;
- can think critically and solve problems;
- can communicate and collaborate;
- can show leadership and responsibility;
- can read and comprehend; and
- can focus and concentrate.

SCHOOL HOURS AND SCHEDULES

All students will have a schedule of this year's classes and the times they will meet. The school day will follow the schedule below, except for on in-service days, when all students will be dismissed at 2:30 P.M. Buses leave at 3:45 p.m. Monday through Friday and at 2:35 p.m. on in-service days. **Students should NOT arrive before 7:45 A.M. and are to be out of the building by 3:45 P.M., unless supervised by a sponsor.**

Regular Schedule

Period 1	8:00-8:48
Period 2	8:50-9:38
Period 3	9:40-10:10
Period 4	10:12-11:00
Period 5	11:02-11:50
Period 6	11:52-12:40
Lunch	12:40-1:10
Period 7	1:12-2:00
Period 8	2:02-2:50
Period 9	2:52-3:40

Early Out - 1:00 Dismissal

Period 1	8:00-8:48
Period 2	8:50-9:38
Period 3	9:40-10:09
Period 4	10:11-10:33
Period 5	10:35-10:57
Period 6	10:59-11:21
Period 7	11:23-11:45
Period 8	11:47-12:09
Period 9	12:11-12:33
Lunch	12:35-1:00

Friday Schedule - 2:30 Out

Period 1	8:00-8:40
Period 2	8:42-9:22
Period 3	9:24-9:44
Period 4	9:46-10:26
Period 5	10:28-11:08
Period 6	11:10-11:50
Period 7	11:52-12:32
Lunch	12:34-1:06
Period 8	1:08-1:48
Period 9	1:50-2:30

Late Start - 10:00 Start

Period 1	—
Period 2	—
Period 3	10:00-10:12
Period 4	10:12-11:00
Period 5	11:02-11:50
Period 6	11:52-12:40
Lunch	12:40-1:10
Period 7	1:12-2:00
Period 8	2:02-2:50
Period 9	2:52-3:40

Elementary Schedule

Route Buses Arrive	7:45 a.m.
Students Allowed Inside	7:50 a.m.
Breakfast, PK – 6	7:50 – 8:10 a.m.
School Begins	8:10 a.m.
Lunch Rotations	11:00 a.m. - 12:30 p.m.
School Ends	3:30 p.m.

Junior High and High School

Routes Buses Arrive	7:45 a.m.
Breakfast	7:45-7:58 a.m.
Period 1 Begins	8:00 (10:00 Late Start)
Lunch Rotations	12:30 - 1:00 p.m.
End of Day	3:40 p.m.

School Visitations

Parents/relatives are encouraged to visit Shickley Public School. The education of each student is a collaborative effort with parents, school, and community. If a parent or relative would like to visit, please call 627-3375 one (1) day prior to the visit.

School Closings

In the event that weather prohibits the holding of school, notice will be given through the school OneCall system.

THE CURRICULUM

The Preschool Program

Shickley Public School offers two years of preschool for all students 3-4 years of age. This program is intended to prepare students for success in kindergarten by helping to develop communication, social, and pre-literacy skills in a classroom setting.

The Elementary Curriculum

The K-6 educational program at Shickley Public School is designed to introduce and develop the skills and understandings needed to be successful in each subsequent grade level. All students in grades K-6 are regularly studying the following subjects: Reading, Writing, Mathematics, Science, Social Studies, Art, PE, and Music, as well as spending time in the library working on listening skills and spending time with staff working to develop interpersonal skills and other necessary social skills. In grades 3 and 4, students begin studying Keyboarding; in grades 5 and 6, students begin studying Band.

The Junior High Curriculum

The junior high curriculum has been developed to expand the student's experiences, as well as prepare each student for success in high school. Students will take courses in the four core areas of English, math, social studies, and science, as well as electives in fine arts and CTE.

The High School Curriculum

The high school curriculum has been designed in order to prepare students for success in college and career. The majority of required courses are taken in the 9th and 10th grades, so students may have additional years to pursue career pathways or study subject areas which meet their interests and needs.

Graduation Requirements

Shickley Public School students must successfully complete the courses required by the board of education and the Nebraska Department of Education in order to graduate. At minimum, the following credits will be required, in addition to the fluidity of requirements set forth by NDE:

Language Arts	<u>40</u>	credit hours
Science	<u>30</u>	credit hours
Mathematics	<u>30</u>	credit hours
Social Studies	<u>30</u>	credit hours
Physical Education	<u>10</u>	credit hours
Financial Literacy/Personal Finance	<u>5</u>	credit hours
Computer Science and Technology	<u>5</u>	credit hours
Total Required Hours	<u>150</u>	credit hours

Total Elective Hours **80** credit hours
(*electives must include coursework from College and Career Readiness, CTE, and fine arts)

Total Required Hours for Graduation 230 credit hours

* In addition to the above listed graduation requirements, students at Shickley Public School are required to complete 10 hours of community service per year. More information on the policy and procedures for this requirement can be found on subsequent pages.

Academic Expectations

While parents and faculty members are vitally concerned about the grades earned by the students, the primary responsibility for grades earned must rest upon the shoulders of each individual student.

Parents are encouraged to provide an appropriate environment for homework, but are not expected to assist their child(ren) with homework. Parents should discuss with their child(ren) difficulties (s)he is experiencing, and encourage the child to discuss the difficulty with his/her teacher.

Classroom teachers will provide students with late homework policies. These policies may differ from classroom to classroom. It is the expectation of Shickley Public School that students will complete assigned work on time.

While Shickley Public School will pay for dual credit classes for its students, students who fail a dual credit course will reimburse the school the costs incurred from the course. Students who do not complete the course, or withdraw after the free "drop/add" period will reimburse the school for the costs incurred from the course.

Grading Scale

The Grading Scale is:

A = 93 - 100	(4.0)	Superior
B = 86 - 92	(3.0)	Above Average
C = 77 - 85	(2.0)	Average
D = 70 - 76	(1.0)	Below Average
F = 0 - 69	(0.0)	Failing
I = Incomplete		

Incompletes: Incompletes will be given when a student's work for a semester period is not complete. In order to receive proper credit for a reporting period, the work must be completed within two (2) weeks of the end of the reporting period or the grade will change to a failure.

Alternate Grading: The alternate grading method is defined as a means of grading students with verified disabilities which are determined by referrals and testing. When the student's level of disability is determined, the student must meet the verified level to receive a passing grade. The student will also receive a mark for EFFORT. Verification of disability must be confirmed prior to students being placed on the Alternate Grading System, as specified in the Individual Education Plan.

Dual Credit Grade Scale: Dual credit courses will be set up according to the grading scale set forth by the institution where the student is registered. **Dual credit course grades of D or lower do not transfer and will be the financial responsibility of the student or parent.**

Report Cards

Report cards will be issued at the end of each semester. A progress report will be sent after the nine week mark during each semester. Report cards will be distributed within approximately one week following the end of the preceding term. A report card can be sent home with a student grade of "Incomplete". The student will have two weeks after the reporting period turn in the necessary work in order to receive a grade.

Honor Roll

During each semester there will be an All A's, A Average, and A & B honor roll. To be eligible students in grades 7-12 must be enrolled in 7 periods.. Grades from all classes completed will count towards honor roll determination.

- All A's Honor Roll - Student has earned an A in every class.
- A Average Honor Roll - Grades from all classes average 93% or more
- A & B Honor Roll - All grades are either an A or a B

Class Rank

A rank in class shall be computed by the Counselor starting with Grade 9. It will be computed for students in Grade 12 at the end of the 7th semester of high school for college placement purposes. The rank in class shall be computed on a grade average basis and will include all classes which students have completed. A final grade average, to be entered on the permanent student record, will be computed at the completion of the Senior Year.

Valedictorian and Salutatorian

Determination of Valedictorian and Salutatorian for each Senior Class will be on the final grade average computation at the end of the Senior Year or the 8th semester. To be eligible for Valedictorian and Salutatorian, the senior must be enrolled in at least 7 periods each semester. All classes completed during each student's high school career will be included in figuring the final grade average at the end of the 8th semester. The Valedictorian will be the Senior with the highest grade point average based on the final grade average at the end of the 8th semester. The Salutatorian will be the Senior with the second highest grade average based on the final grade average at the end of the 8th semester. The Cumulative 4.0 Grade Scale Average will be used to determine the Valedictorian and Salutatorian. In the event of a tie on the 4.0 scale, the Cumulative % Grade Scale Average will be used. In addition to the requirements above, a student must have attended the Shickley Public School during the entire eleventh (11) and twelfth (12) grades.

High Ability Learners

Students are recognized as High-Ability Learners if they meet one of three criteria: earning a ranking of the 95th percentile or higher for Math, Reading, Language Usage, or Science tests on the ~~MAP~~

standardized assessments; earning a composite score of 25 or above on the ACT Test; earning a Cumulative GPA at the end of their first semester of their 10th grade year of 3.8. Students will be recognized as high-ability at the completion of each round of testing and/or semester. For those who qualify as HAL based on GPA, the student must maintain their 3.8 average to remain eligible at the conclusion of each semester. Membership on the High-Ability Student Roll is a privilege and is subject to administrative action if necessary.

Reports to Parents

PowerSchool

Parents may monitor their respective student's grades on a constant basis through the PowerSchool web-based Student Information System. This system has an online component such that parents and students may check grades, attendance, lunch balance, etc. Each parent will be assigned a username and password to access their student's information. Direct any questions to the school office.

Parent/Teacher Conferences

Parent/Teacher conferences will be held during the fall and spring and when deemed necessary by the classroom teacher, parent, or administration.

College Visits

The school supports students as they explore their career interests. If requested, the school counselor will contact the college and set up an appointment for the student in advance to verify the visit.

Counseling Procedure

Students desiring an appointment with the school counselor should inform their teacher of the conference prior to missing the class. Conferences will be scheduled for the convenience of all concerned. Students with pressing problems requiring immediate attention may see the counselor at any time. The counselor will serve as the school's Point of Contact for Behavioral Health Services in addition to information provided on the school's website under Student Services.

Class Change

Students will have the opportunity in high school to drop or change any elective class they have enrolled in by the end of the fifth school day of the semester. A student intending to drop a class will meet with the counselor to discuss the appropriate steps. Dual credit drop dates will align with the calendar set forth by the postsecondary institution. Students dropping a dual credit course after the designated date will be responsible for reimbursing the school for the costs of the course. A student intending to drop a class will meet with the counselor to discuss the appropriate steps.

After-School Academic Support Program (ASASP)

The mission of Shickley Public Schools is to educate and motivate all students in a safe, positive learning environment. It is the goal of this after-school support program to provide this environment for students of Shickley Public Schools.

This program provides an opportunity for students who are having difficulty completing homework assignments to get additional help from teachers. Students in grades 3-12, who come to class without completing homework assignments during the normal school day, may be required to attend the ASASP program. A staff member will supervise students. Guidelines for the program are as follows:

1. A student may be assigned to the ASASP because an assignment was turned in late, missing, or failed (and needs to be re-worked). Assignment to ASASP is at the discretion of the classroom teacher, and is not optional once assigned.
2. The student will be required to stay in the ASASP room until 5:00 PM or when work is complete (up to the discretion of the teacher on duty).

3. Students will be required to contact parents during the school day to inform them they will be attending the ASASP program.
4. The ASASP program will be available after school from 3:40 – 5:00 PM Monday through Thursday (unless otherwise noted).
5. Students may also voluntarily attend the ASASP program in order to receive assistance or study in a safe, positive learning environment.
6. If a student fails to attend the ASASP program as assigned, (s)he will receive disciplinary action from the administration.

The goal of the ASASP program is to help students develop good study habits and accountability for their assigned work and to provide a safe, positive learning environment.

Work Based Learning

Seniors in good standing may be eligible to participate in Work Based Learning as part of their course load. It provides hands-on learning opportunities and is considered as part of the school day. Contact the WBL Coordinator for more information.

Community Service Policy and Procedures

Students must complete a minimum of forty (40) hours of community service in the course of four (4) high school years. (Completing more than forty (40) hours is allowed and encouraged).

- **Community service hours must take place outside of regular school hours.**
- Of the minimum stated above, students are required to complete ten (10) hours of community service in each of their four (4) years of high school.
- Of the 10 hours per year, only 5 may come by way of a school related activity or organization.
- For a student moving into the district, the student will be required to complete ten (10) hours of community service for each year the student attends school in the district.
- For a student who moves into the district after the first day of the school year, the hour requirement will be prorated accordingly.
- Community service hours required as part of a court ruling will not count toward the Shickley Public School requirement.

Students must:

- Obtain advance approval from the guidance counselor or a school administrator for all service experiences except those sponsored by the organizations listed in the approved community service organization file located in the counselor's office.
- Obtain a time card from the school counselor before completing the service.
- Ask the site supervisor to sign the timecard after each session worked.
- Return the timecard to the school counselor to be placed in the student's community service file so the file may be updated.
- Arrange his/her own service experiences not involving activities sponsored by the organizations listed in the approved community service organization file.
- Community service must be done with an organization such as your Church, Blue Valley Community Action, Shickley Community Foundation, etc. Helping family, friends, or neighbors is not considered community service.

To be considered community service, a student may receive *no* compensation and must be outside of the times school is in session.

Parental and Family Involvement

Parents, guardians, and educational decision makers are encouraged to be involved with the school and may acquire access to materials and resources used in the curriculum and testing of students per Policy 1005.03. Those seeking information should contact school staff most closely related to the requested information, typically starting with the teacher.

Library Services

The school library maintains a database of its books that parents can access. Additionally, parents can request notification when their student checks out a book. For assistance with either of these, parents must contact the school librarian for assistance with the proper paperwork.

STUDENT ATTENDANCE

Shickley Public School is committed to the philosophy that all students should attend school every day. Nebraska School Laws require attendance of all pupils ages 7 to 18. It is the parent's responsibility to ensure this requirement is met. (For more information, see SBP # 503.01)

Punctual and regular attendance is important since absence from school is the greatest single cause of poor achievement in school. Experience has shown that a small percentage of students are habitually absent from school. Many times these students are absent for little, or invalid, reason. These absences are disruptive to the educational process, not only for the absent students who fall behind in their assigned work, but also for other students whose progress may be slowed by those who have fallen behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and need special attention.

The primary responsibility for attendance lies with the students and parents/guardians. However, if that responsibility is not assumed by the students and parents, the school will do everything possible to enforce the attendance laws of the State of Nebraska. Parents are asked to cooperate with the school to reduce the number of absences to a minimum. Parents are encouraged to make appointments and other engagements so that they do not interfere with the school day. It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from class.

A. Attendance and Absences.

1. 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, typically require advance approval.

a. School Excused. 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:

(1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to 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 (including physical or mental illness), court, death of a family member, or suspension.

(2) Other absences as determined by the principal or the principal's designee.

b. Not School Excused. 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 vacations or other events that do not meet the criteria for a School Excused absence.

(2) Other absences are those in which the parent has not communicated a reason for the student's absence.

Absences that are Not School Excused accumulating to five (5) in a quarter, twenty (20) in a semester will be considered excessively absent.

~~Absenteeism on the part of students will be excused only for sickness of the student, or for a reason considered by the Administration to be of an emergency nature. Absences for beauty appointments, shopping trips, or like reasons will not be considered as excused absences. Students may be excused from classes, with work made up before the absence, for attendance events and competitions in which the student has participated in the current year.~~

Factors considered in granting an excused absence for these events and competitions will include academic standing and attendance. If an immediate family member is participating, the Administration has the authority to allow students to attend an activity. This holds true for all other activities that occur during the normal school day.

An unexcused absence is defined as an absence that is not excused by the Administration. **Only the Administration has the authority to excuse absences.** For each unexcused absence, a student may receive 0's for work not done or due the day of the unexcused absence. In certain cases, such as truancy, detention may be assigned at the discretion of the Administration.

Attendance Policy

1. Excessive absenteeism is defined as more than **five (5) absences per quarter**, ten (10) absences per semester, **or twenty (20) per school year** for each individual class period for any reason other than school sponsored activities. Students participating in sanctioned school activities under the supervision of a school staff member will be considered present.
2. A student who is absent more than ten (10) times from any class in a semester will receive an unexcused absence for each absence thereafter. Special consideration will be given to those absences due to extended illness or hospitalization, and will require a doctor's note for excusal.
3. All absences shall count towards the ten (10) day limit, except those that are due to school sponsored activities.
- ~~4. There will be no differentiation made between excused and unexcused absences.~~
5. Four (4) tardies to a class per semester shall be counted as one class absence. Each additional tardy will count as one class absence.
6. All students who are tardy first period must report to the Principal's office upon arrival to school.

Academic Consequences for Excessive Absenteeism

If a student meets any of the excessive absenteeism definitions above, they are subject to a reduction in earned credits. The student must make up time missed for each period to be eligible to receive credit. The student will have 2 weeks to make up this time, similar to an Incomplete grade. Determination for the awarding **of credit and time made up** for the semester will be made by the administration and the teacher.

Parent Notification

The school will notify a student and his/her parent/guardian when the student **has met any of the defined excessive absenteeism definitions**, ~~accumulated five absences in a semester.~~ The parents may also be requested to meet with the Principal to discuss the attendance problem. A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.

~~A second notification to the parent/guardian will be made after eight absences. This will notify the parent/guardian of their child's attendance situation.~~

Absence Notification

Parents are required to call the school at 627-3375 between 7:30 am and 9:00 am daily to notify the school of any student's absence. If the student will be arriving prior to 9:00 am, a phone call by the parent/guardian must be made prior to his/her arrival. The school office will attempt to call the parents of any students absent and unaccounted.

If a verifying phone call has not been made, the student must present a signed note stating the reason for the absence and date of absence upon return to school. Absences, which have not been verified by phone or note, will be considered unexcused and addressed accordingly.

Absence Review

After 8 absences for a student, the administration will review the attendance record of the student and the nature of the absences. Special consideration will be given to those absences because of severe illness or hospitalization.

Student Release during School

Students are allowed to leave the school building during school hours, only with prior authorization from their parents, unless the parent appears personally at the school office to arrange for the release of the student during school hours, or with the permission of the principal.

Work Missed While Absent

If a student's absence is planned, the student must have a make-up slip completed and turned in to the sponsor or office. In order to miss school, the student is agreeing to complete all assignments **before** the day of the absence. It is understood that all work must be made up before the student may be gone for a planned absence. If a student is ill he/she will be allowed one day to make up work for each day's absence. If a student misses for any other reason, work is due when he/she returns. The classroom teacher determines the definition of completed work.

Closed Campus

Shickley Public School operates under a closed campus plan. Students may leave school to eat lunch with an immediate family member or may walk home to eat, provided they return to school before the next period and sign in/out in the office, but prior notification to the administration is required. Motor vehicles that are driven will remain parked the entire day. Students must have permission from the administration to drive their cars during the school day. Students are not allowed to sit in or on cars during noon break.

Leaving the Building

Any student leaving the school building for any reason must sign out with the front office, unless he/she is leaving as part of a school activity. For example, if a parent is picking up a student, the student must sign out, or if a student is leaving for lunch, he/she must sign out.

Telephone Use

Students will not be called from classes to the telephone except in cases of emergency. The office will see that messages are delivered to the students. The school phone is a business phone. Students need to obtain permission from the principal's office to make calls.

STUDENT RIGHTS AND RESPONSIBILITIES

Due Process Rights

Student complaints and grievances regarding policies, regulations, expectations, and other matters should be addressed to the student's specific teachers, activity sponsor, or other certified employee, other than the administration, for resolution of the complaint. It is the goal of the school to resolve

student complaints at the lowest organizational level, which is first and foremost between the student and his or her teacher, sponsor, or other certified employee.

If the complaint cannot be resolved by a certificated employee, the student may discuss the matter with the principal within five (5) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal. (For more information, see SBP #504.01)

Student Conduct

Inappropriate student conduct causes serious disruption to the learning environment; interferes with the rights of others; and threatens the health and safety of students, employees, and the public.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the district.

Students who fail to meet the expectations set forth in this policy will be subject to measures including, but not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Staff Conduct with Students

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with the administration whenever they are unsure whether particular conduct may constitute a violation of board policy.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violated board policy. (For more information, see SBP #402.15)

Bus Behavior and Use

Buses or vans will be used for transportation of students to activities away from school. Students going to activities out of town on the bus will return the same way unless their parents/guardians have provided a written request, asking that the student be allowed to return with the parent(s)/guardian(s) or grandparent(s). Transportation to or from games by someone who is not a parent/guardian or grandparent requires prior administrative approval. Clearance can only be given through the administration or sponsor. Bus drivers are not allowed to excuse a student from riding the bus.

1. Students will be seated except to get on and off the bus.
2. Arms, heads and legs are to be kept inside the bus windows.
3. Conversation will be in an appropriate language and at an appropriate volume.
4. Trash will be put in an appropriate place (not out windows).
5. Students will follow all instructions given by the bus driver.

Dress Expectations

As young adults, we assume students understand proper dress. In those instances where students make an error in judgment concerning dress and/or whose clothing distracts from the education process, they will be asked to report to the principal's office to discuss the situation and for appropriate action to be taken. Examples of inappropriate dress are as follows: midriff blouses, mesh shirts, hats, clothing advertising alcohol or tobacco, guns or violence, profanity or insinuations of the same, low rise jeans exposing inappropriate physical areas or clothing. Final decisions regarding appropriate attire will rest with the administration.

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 expectations for attire deemed appropriate by administration:

Pants:

- Shall be worn and fastened at the waist – no sagging.
- Shall be buttoned and zipped at all times.

Shorts/Skirts:

- Shall be at least mid-thigh in length
- Shall be fastened at all times
- Students must understand that just because a pair of shorts or a skirt is in style does not mean it is appropriate for school.

Shirts and Blouses:

- Shall be appropriately fastened in accord with the design of the apparel.
- Shall extend beyond the waist level.
- Shall be neither transparent, see-through, bare midriff, strapless, low-cut, or tops nor outfits designed to provide minimum or provocative coverage.
- Shall not be cut-off or cut-out at the sleeves, the top or bottom hem.
- Shall be neither thin/spaghetti straps, halters, backless dresses or tops, tube tops, nor any other distracting clothing.
- Prom is an exception to this rule.

Accessories:

- Sunglasses are unacceptable.
- Undergarments should never be worn as outer garments
- Hats, caps, inappropriate necklaces, chains, or eyewear are prohibited unless approved by the administration for a special function.
- Failure to comply with the directive or a violation of the policy on a repeated basis will result in disciplinary action as determined appropriate by the school administration.
- This policy does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or clasping. However, if the presence of jewelry on the ear poses a distraction for whatever reason, the student will be required to remove the jewelry while at school.

Emblems, Insignias, Badges, or Symbols

- Apparel that promotes the use of alcohol, drugs, tobacco or any other illegal activity is prohibited.
- Apparel that may be gang or cult related is prohibited.
- Clothing with slogans or advertising that is controversial or of an obscene nature as determined by the administration is prohibited.

Consequences for Failure to Meet Dress Expectations

All violations of the dress code will follow the Student Discipline procedure as prescribed in the student handbook, with consequences left to administrative discretion. Possible consequences include, but are not limited to:

First offense: Verbal warning, parent contact and removal from class until appropriate clothing is secured.

Second Offense: Immediate detention, parent contact and appropriate clothing secured.

Third Offense: Immediate detention, parent meeting and appropriate clothing brought by the parent.

Subsequent offenses: Suspension and/or other consequence at administrative discretion.

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

Care of School Property and Vandalism

Students who willfully cause damage to school property, equipment, or other instructional materials will be held responsible for their replacement cost. If damage is done to school property or if any items are stolen from the school, the cost of replacing those items will be deducted from the class funds of the students if the administration is unable to determine who is responsible for the destruction or theft.

Student Lockers and Book Bags

Each student in grades 5-12 will be provided with a locker to keep books, clothing, and valuables. In some cases, lockers may be shared. Lockers are to be kept neat and the door closed. Periodic checks may be made of lockers.

Students will be permitted to carry book and computer bags to classes. It is the responsibility of the students to ensure the bag does not become a problem for safety in the classroom. It is the administration's expectation for students to bring their book bags and computers home on a nightly basis. There should not be book bags (or duffel bags) stored overnight on the hooks in the hallways.

Searches by Administration

Administrators may search lockers, students, book bags, etc. as well as motor vehicles parked on school property or within the drug free zone. Periodic searches may also be conducted by the police canine unit during school and after school hours. Personal items left unattended on school property may also be searched by school personnel.

Weapons

The board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students knowingly bringing firearms to school or possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer

for such a weapon, or any explosive, incendiary or poison gas. (For more information, refer to SBP #504.11)

Cell Phones and Electronic Devices

Cell phones and other electronic devices are not a necessary component of the educational process, but they are a common tool students can expect to use throughout their lives. However, they can also be disruptive to the learning environment and have negative effects on social and emotional development. As such, Shickley Public Schools limits students' access to their cell/smart phones during the regular school hours. Students are not allowed to use cell/smart phones, or other electronic devices (ear buds, smart watches/etc.) during school hours. Phones may be placed in lockers or book bags, but are not to be carried on the person. During class, a teacher or administrator may give students permission to retrieve their device strictly for academic purposes. Before school and after school, students may use their electronic devices, as long as their education and their attendance are not affected by this use. Students who use their cell/smart phone or other electronic device inappropriately during regular school hours without teacher/administration permission will be subject to the following consequences:

First Offense: The device will be confiscated and the student may retrieve items at the end of the school day. Failure to comply with any of these consequences will result in additional disciplinary action.

Second Offense: A parent/guardian will need to retrieve items from the administration after at least one full day of confiscation.

Third and Subsequent Offenses: The student can retrieve items after 15 days.

The Nebraska Legislature LB140 requires schools to have a cell phone policy that allows use under the following circumstance as outlined in Policy 504.12:

1. When required by an individual student's IEP.
2. When authorized by the district for educational purposes.
3. In the case of an emergency or threat of danger.
4. When necessary to monitor or manage a student's health care.
5. When appropriate under district policy.

The administration will determine when exceptions or additional disciplinary action are applicable.

Smoking, Drinking, or Drugs

A Drug-Free School

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto.

The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

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

Student Use of Alcohol, Drugs, Tobacco & Nicotine Delivery Systems

Shickley School has established a drug abuse policy to provide a drug and alcohol-free school environment for its students that helps ensure the highest possible standards of learning, safety, health

and well-being for our students. Thus, the purpose of this policy is to provide a clear message to students, parents, and the citizens of the community that the use, possession, distribution, or being under the influence of illegal drugs will not be tolerated in school, on school property, or during school-related functions. It is important for any reader to understand that the use of the word "drug" includes alcohol, tobacco & nicotine delivery systems. The only drugs permitted are prescription medications used appropriately. Shickley Public School recognizes that the illegal use and misuse of alcohol, drugs, and tobacco is a common problem in our community and society. The school further recognizes that any and all use of these substances is prohibited to minors by the laws of the State of Nebraska.

It shall be the policy of Shickley Public Schools to:

- a. Educate the students about the dangers and consequences of the use of alcohol, drugs, nicotine delivery systems and tobacco.
- b. Encourage the students to live in accordance with the laws of the state concerning alcohol, drugs, nicotine delivery systems and tobacco.
- c. Develop the life skills that will prepare students to better handle the social pressures that prevail.
- d. Provide help and guidance for alcohol and chemically-dependent students.
- e. Continue to provide, without penalties, assistance to any student voluntarily seeking alcohol and drug treatment or advice.
- f. Establish and enforce rules prohibiting the use of alcohol, drugs, nicotine delivery systems and tobacco for all students

The following rules and guidelines are provided to give teachers, parents, and students a process for governing students' misuse of alcohol, drugs and tobacco. These rules and guidelines pertain to the school year and school related functions.

RULE: IT SHALL BE UNLAWFUL FOR A STUDENT TO USE TOBACCO, NICOTINE DELIVERY SYSTEMS, DRUGS (OTHER THAN PRESCRIBED BY A PHYSICIAN) OR ALCOHOLIC BEVERAGES.

Use shall be defined as:

- a. *Consumption*
- b. *Possession* shall mean "on the person" or "on property owned and/or used by the person".
- c. *Intoxication* evidenced by abnormal and/or disruptive behavior.
- d. *Physical presence in a situation* in which alcohol or drugs were being used or illegally possessed.

For the purpose of this policy and handbook, "nicotine delivery systems" is defined as any electronic, mechanical, or any other device intended or designed for the delivery or ingestion of nicotine, vaping products, or other substances.

Violations

Class I Violations

Alcohol/Drugs/Tobacco - The possession of, the use of, or having under his/her control any chemical substance with the intention of selling, giving away or otherwise distributing the same on school grounds, or while in or at any school function or activity.

The following procedures will be used in dealing with Class I violations:

- Notify the administration
- The administration will verify the incident with parties involved
- Discuss concerns with the student
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference
- The principal will administer an out-of-school suspension for five (5) days in compliance with student due process procedures

- The principal will notify the parents/guardian, in writing, of the suspension

Waiver of five (5) day suspension:

Shickley Schools strongly recommend that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident such early intervention can benefit the student before significant harm or dependency results. Students agreeing to be evaluated, educated, and treated will be able to have their suspension commuted upon completion of such programs according to school guidelines. Fees, transportation, etc. for this assessment and treatment are the responsibility of the student and parents.

First Violation:

For a first offender, the out-of-school suspension of a student who agrees to be evaluated and treated will be commuted; however, a 5-day in-school suspension will be required. The student and parents will be responsible for contacting the agency.

- Upon proper authorization, the agency will notify the school, and out-of-school suspension will be commuted at that time.

Second Violation:

Option A: Long-term suspension

Option B: A five (5) day out-of-school suspension and participation in a school-approved rehabilitation/counseling program.

Subsequent Violations:

Subsequent violations will be handled in the same manner, with the exception that expulsion will be recommended.

Class II Violations

Drugs/Alcohol/Tobacco - Physical presence and participation in a situation in which drugs or alcohol were being used in a violating manner or illegally possessed. The following procedures will be used in dealing with Class II violations:

- Notify the administration of the incident
- The administration will verify the incident with parties involved
- Discuss concerns with students
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference, if needed
- The principal will suspend the student with an in-school suspension for one (1) school day in compliance with student due process procedures
- The principal will arrange an in-school counseling session for the student

Subsequent Violations:

- The in-school suspension is for a period not more than three (3) days
- The principal may recommend an out-of-school suspension or participation in a school-approved rehabilitation counseling program.

Searches, Seizures, and Arrests

The Administration of Shickley Public Schools may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation, or law has been violated.

Possession of any illegal, unauthorized or contraband materials discovered in the search will be grounds for disciplinary action, including suspension or expulsion, and may be reported to local law enforcement officials. These materials may cause material and substantial disruption to the school

environment or present a threat to the health and safety of students, employees, or visitors on the school grounds or property. (For more information, see SBP # 504.16)

Release of Student Information

It is the practice of Shickley Public School not to release the names and/or addresses of its students to outside individuals or organizations. The school is required by law to provide the above information to various U.S. military organizations. However, to insure student privacy, Shickley Public School will not release the names and/or addresses of its students to any organization outside the United States military.

Questioning/Interviewing of Students by Non-school Personnel

1. No contact with students will be permitted by law enforcement officials, insurance investigators, attorneys, probation personnel without parental consent or a warrant or the attempt to notify.
2. When a warrant is produced for the arrest of a student, immediate and extensive attempts shall be made to notify the parents of the student for whom the warrant has been issued.
3. No student records shall be produced without a court subpoena or parental/student (18 or over) consent.
4. When a crime has been committed on school premises, pupils may be questioned by the above authorities in the school. All reasonable efforts to contact parents/guardians will be made so that they have the option to be present and/or participate before students are questioned by non-school personnel.
5. Students may be interviewed by social services without parental consent based on the judgment of the administration and how it relates to each set of circumstances.

Sexual Harassment Policy

It shall be the policy of the Shickley Public School to prohibit sexual harassment of employees, applicants for employment, and students on any work premises where the district has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts as are set forth in this policy occur on such premises, the superintendent or their designee shall undertake immediate and appropriate action within the bounds of the law to punish as appropriate any person violating this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

Definition:

1. Sexual harassment is behavior expressed in words, pictures or actions that is offensive to a person.
2. Sexual harassment must involve issues of sexuality.
3. Sexual harassment is not welcomed and may be embarrassing or uncomfortable for the victim to experience.
4. Sexual harassment is a violation of a policy of the Shickley Public School.
5. Sexual harassment is a violation of law: Title IX, Title VII, and/or the Nebraska Equal Opportunity in Education Act. Other laws may also be violated if sexual harassment has happened.

The following acts are specifically prohibited by this policy:

- Unwelcome advances, request for sexual favors, verbal or physical conduct of a sexual nature, submission to which rejection of which by any employee of the District is used as a basis for any educative decision(s) pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor,
- Conduct of a sexual nature by an employee or employees directed against a student which has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

- Conduct of a sexual nature by a student or any other person over whom the school district has control with such conduct being directed against a student or school employee and which conduct has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

Dating Violence Prevention

Shickley Public School prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in the district vehicles, or at school sponsored activities or school sponsored athletic events.

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

Inappropriate Display of Physical Affection

The inappropriate display of physical affection among students is not allowed on school grounds. The educational learning environment of the Shickley Public School is not a place for students to show physical affection towards one another (hugging, kissing, etc.). These acts of affection are embarrassing to school personnel and other students. If these actions are witnessed by school personnel, the school discipline policy will be enforced.

Bullying and Bullying Prevention

Bullying has a negative impact on student health, welfare, safety, and the school's learning environment. Bullying is defined as aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. Bullying taking place on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee; at a designated school bus stop; at a school-sponsored activities or school-sponsored events; or through the use of school-owned equipment is not acceptable and will result in consequences for the bully's actions.

Bullying occurs in many different forms. Four of the most common forms of bullying are:

Physical Bullying: Hitting or Punching

Verbal Bullying: Teasing or Name Calling

Non-Verbal Bullying: Intimidating someone through gestures or social exclusion

Cyber Bullying: Sending mean, vulgar, or threatening messages/images; posting sensitive, private information about another; pretending to be someone in order to make another look bad; intentionally excluding someone from an online group; hacking into cell phones and sharing information found there.

This list is only intended to provide examples, and is not an exhaustive list of the types of bullying which may occur.

Bullying may constitute grounds for short-term or long-term suspension, expulsion, or mandatory reassignment. (For more information, see SBP #504.20)

STUDENT TECHNOLOGY USAGE

It shall be the policy of District #54, Shickley Public School, to provide educational and curriculum related opportunities to the students of the district by providing telecomputing services (internet) by the school district to the students of the district. The district by adopting this policy recognizes that access to the Internet, data available through the Internet and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of the Internet, be the policy of this district to revoke the privilege of any user who misuses the

Internet by engaging in activities not related to the educational purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the Internet for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature, for personal attacks against an individual, for engaging in non-educative or non-curricular related conversations, including chat rooms and social networks.

Additionally, to the extent that it can be reasonably determined by the administration what fees, if any, have been incurred by a person for non-authorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her parent or guardian, for use of the Internet in a manner inconsistent with this policy.

Acceptable Use of Computers, Technology and the Internet

The use of computers, technology and the internet are provided to students only for limited educational purposes. All district electronic resources must be used in a responsible, efficient, ethical, and legal manner. VPNs, proxies, or other means of circumventing school filtering is unacceptable. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action and/or legal action.

Privileges

The use of the district's electronic networks and equipment is a privilege, not a right. The principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

Oversight

Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or reached through the site. Teachers will assist their students in developing the skills to ascertain the validity of information, distinguish fact from opinion, and engage in discussions about controversial issues, tolerance, and respect for divergent views.

Artificial Intelligence

Artificial Intelligence is a growing technology that is accessible to students. Shickley Public School embraces new technology as it prepares students for future success. While new technologies are beneficial, they also present challenges. Artificial Intelligence takes information from numerous sources leaving it vulnerable ethically, to bias and misinformation, and to the potential of plagiarism when used for school assignments. Shickley Public School promotes using Artificial Intelligence in an Ethical, Resourceful, and Safe manner that does not compromise the integrity of student learning.

Unacceptable Use of Computers, Technology and the Internet

The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused;
- Downloading copyrighted material for other than personal use;
- Commercial or for-profit uses;
- Wastefully using resources, such as file space;
- Destroying, modifying, or abusing hardware or software;
- Gaining unauthorized access to resources, files, passwords, or other users' accounts;
- Revealing the personal addresses or telephone numbers of students or staff;

- Invading the privacy of individuals;
- Disrupting the work of others;
- Posting material authorized or created by another without his/her consent;
- Impersonation of another user, anonymity, and pseudonyms;
- Sending or accessing encrypted information;
- Commercial or private advertising, or political lobbying;
- Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material; or
- Using or attempting to use the resources while access privileges are suspended or revoked.
- Prohibition of Impersonation: AI technologies shall not be used to impersonate another individual, this includes, but not limited to using AI to clone a voice, simulate a likeness, fabricate communication from a peer or staff member, or generate content designed to misrepresent someone else's identity.

In return for the use of a computer at Shickley Public School, students will:

1. Treat the equipment with care and respect and may be responsible for any damage the student may cause.
2. Do nothing that will in any way cause damage to the programs or the server.
3. Not visit sites on the Internet that are inappropriate for a public school situation (as listed above in policy for Internet users).
4. No chat-lines unless the teacher assigned.

Consequences:

1st Offense: Parent notification and 14 calendar days of no computers.

2nd Offense: Parent notification and 30 calendar days of no computers. Days will carry over to next school year.

3rd Offense: Student forfeits the right to use computers for the remainder of the school year. This penalty could extend to the next 9 weeks of next school year.

During a student's consequence, papers due to teachers may have to be done on computers outside of Shickley Public School. The Administration reserves the right to amend the consequences with the severity of the offense.

1:1 Learning Environment Responsibilities and Expectations

Student Responsibilities and Expectations

Your laptop should be used for EDUCATIONAL PURPOSES ONLY. In order for you to use the laptop and to take it home, you must be willing to accept the following terms and responsibilities. You will:

- ~~Read the Student Computer Use Agreement, the Computer Loan Agreement, and the Loss/Damage Protection Form; discuss them with your parent/guardian; and return the completed forms;~~
- Per SBP #606.06 - Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.
- Adhere to the terms of the Shickley Public Schools Acceptable Use Policy and District guidelines each time the laptop is used, at home or at school;
- Recharge the laptop nightly and begin the school day with a fully charged battery;
- Bring the laptop to school each day and keep it in your locker when not using it for class;
- Make the laptop available for inspection by an administrator or other staff member upon request;
- Use appropriate language in all communications;
- Abide by copyright laws;
- Report loss/theft of laptop to parents, school, and proper authorities (police) within 24 hours;
- Report all problems or damage immediately to the Technology Coordinator; and

- Regularly backup your files.

You will not:

- Use or attempt to use another student's assigned hardware, subscriptions, logins, files or personal information;
- Give out personal information such as name, address, photo, or other identifying information online;
- Use the laptop to record (audio or visual) others without their permission;
- Download or attempt to install any programs or files from the Internet or other sources;
- Change or attempt to change the configuration of, install, or remove software or hardware;
- Attempt to repair, alter, or make additions to the laptop; or
- Remove, or attempt to remove, identification tags on the laptop or deface with stickers, marking pens, etc.

Parent Responsibilities and Expectations

Your child has been loaned a laptop computer to improve and personalize his/her education. It is essential that the Shickley Public Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's computer. In order for your child to use the laptop in class and to take it home you must be willing to accept the following terms and responsibilities. You will:

- ~~Read the Student Computer Use Agreement, the Computer Loan Agreement, and the Loss/Damage Protection Form; discuss them with your student; and return the completed forms;~~
- Per SBP #606.06 - Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.
- Supervise your child's use of the laptop at home;
- Make sure your child charges the laptop nightly and begins the school day with a fully charged battery;
- Make sure your child brings the laptop to school each day and keeps it locked in their locker when not using it for class;
- Discuss appropriate use of the Internet and supervise your child's use of the Internet;
- Report any problems or damage to the laptop to the Technology Coordinator;
- Report loss/theft of laptop to school and proper authorities (police) within 24 hours;
- Agree to make sure that the laptop is returned to the school when requested and upon my son/daughter's withdrawal from Shickley Public Schools.

You will not:

- Attempt to repair the laptop;
- Change or attempt to change the configuration of software or hardware;
- Download or attempt to install any programs or files from the Internet or other sources; or
- Remove any program or files on the laptop except for personal documents of your child.

STUDENT FEES

The Shickley Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the Board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities **that may** require financial participation by students and their parents or guardians. In order to provide the district's students and their parents or guardians with guidance regarding the district's position on student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the Board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

Definitions

Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.

Fees Authorized

Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Transportation pursuant to Neb. Rev. Stat. §§ 79-241, 79-605, and 79-611;
4. Copies of student files or records pursuant to Neb. Rev. Stat. § 79-2,104;
5. Reimbursement to the district for school district property lost or damaged by the student;
6. Before,-and-after-school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. § 79-1104;
7. Summer school or night school; if not otherwise prohibited by IDEA, ADA or Section 504;
8. Breakfast and lunch programs;
9. Any other fee authorized by law.

Personal and Consumable Items:

The district shall require students to furnish minor personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks, and similar personal or consumable items.

Students may be required to furnish the following personal or consumable items for the following courses and activities:

Personal headphones

Miscellaneous music items – reeds, oil, etc.

Ag Ed classes – welding gloves, coveralls, FFA jackets, project materials including, but not limited to metal, wood, screws, bolts, nuts, paint, etc., and other incidental costs.

Miscellaneous athletic activity items – shoes, socks, support clothing, etc.

Musical Instruments and Activities

Students shall be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that a musical instrument shall be provided without charge for any student who qualifies for free or reduced price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student.

Non-Music Extra-Curricular Activities

Students shall be required to pay the following fees for the following non-music extracurricular activities:

FFA, FBLA and Class – dues

Prom – dues and fees

Student Record Copy Charges

No fee shall be charged to students, their parent(s), and/or the guardian(s) for copies of a student's files or records provided pursuant to Neb. Rev. Stat. § 79-2,104.

Early Learning Facility

Childcare is offered for a charge through the Early Learning Facility for children ages 6 weeks to 3 years. Program information and guidelines are available in the Shickley Public School ELF Handbook.

Shickley Preschool

The Shickley Public School Preschool program offers full-time enrollment to the following eligible students at no charge. Enrollment capacity is prioritized by:

- students who are required by law to attend preschool program (students with IEPs)
- residents who are 4 or turning 5 (year before K)
- residents students who are 3 or turning 4
- non residents students who are 4 or turning 5 with intention to opt into the district
- resident students who are eligible for kindergarten with a birthdate from May 1 - July 31
- non residents students who are 3 or turning 4 with intention to opt into the district

Breakfast and Lunch Program

Following is a schedule of fees required for the lunch program offered:

PK-6 Breakfast:	\$1.90
7-12 Breakfast:	\$2.00
Adult Breakfast:	\$2.80
Extra Breakfast:	\$1.00 (.75)

PK-6 Lunch	\$3.10 (2.90)
7-12 Lunch:	\$3.40 (3.20)
Adult Lunch:	\$5.00 (4.80)
Extra Main Dish:	\$1.25

Extra Milk:	\$0.55

Other Items

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations, and policies developed for the safe and efficient operation of the school are not student fees.

Graduation Items

Fees may be required for caps, gowns, and flowers associated with graduation.

Student Fee Fund

The board shall provide access to the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. The district may consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or the district may consider charging a fee for services or materials currently provided at no charge to the students or their parents.

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from:

1. Participation in extracurricular activities.
2. Summer school or night school.

No other money shall be deposited in the student fee fund whether from other student fees or taxes, and the money shall be expended for the purposes for which it was collected from the students.

Fee Waiver

Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Specialized equipment or specialized attire for participation in extracurricular activities;
4. "Course Project Materials" as provided in the same titled paragraph above;
5. Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Students who **do not** qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition guidelines whose families are experiencing a temporary financial difficulty due to such factors including but not necessarily limited to illness in the family, unusual expenses such as fire, flood, storm damage, etc, seasonal employment, or emergency situations may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's Office for a waiver form. The Superintendent or his/her designee shall determine whether the fee waiver should be granted in whole or in part, and the student's parent(s) or guardians shall be notified of the decision in a prompt manner. This waiver does not carry over from year to year and must be completed annually.

Fee waivers may also be authorized by the Superintendent on the basis of superior academic achievement, service to the school district (including but not limited to tutorial assistance to other students, assistance before or after school to teacher or other school personnel, or general community service), or meritorious accomplishment.

Penalties

Students who fail to pay overdue student fees may be subject to administrative penalties, including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees.

Fundraising

Students may be required to partake in fundraising activities in order to participate in extracurricular activities. If fundraising is required for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate equally and share equally in whatever funds are raised. In addition, each student is expected to participate in class fundraising efforts.

Failure to participate in fundraising activities will result in consequences and/or fees as determined by the class sponsor, activity sponsor, or administration.

Severability Clause

If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

STUDENT DISCIPLINE

Students are expected to conduct themselves in an acceptable manner, be considerate of others rights, demonstrate respect towards teachers and administrators, and make the best use of the opportunities available to them.

Teachers have the responsibility to maintain classroom discipline. If a student discipline problem remains persistent, a conference with the student and his/her parents to try and resolve the problem should be arranged by the teacher. The administration may be called upon for assistance if discipline problems continue.

Cheating and Plagiarism

Cheating is defined as “the act dishonestly or unfairly in order to gain an advantage, especially in a game or examination.” Some examples might include but are not limited to:

- Copying a portion of another student’s work
- Copying from another student’s test or homework.
- Allowing another student to copy from your test or homework.
- Using materials such as textbooks, notes, or formula lists during a test without the professor’s permission.
- Submitting work that is not authentically created by the student.

Plagiarism is defined as “the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator.” Some examples might include but are not limited to:

- Downloading a paper from a “paper mill”
- Submitting another student’s work
- Copying a portion of another’s work without citing it
- Changing a few words but keeping the majority of the work word-for-word
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation
- Submitting a paper that had been submitted for a previous class without the instructor’s approval.

Cheating and plagiarism are serious offenses. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all Shickley Public Schools students for the future, we have established the following guidelines and penalties:

- **First Offense:** The teacher documents the incident and contacts the parent. The student earns “0” credit for the assignment. The teacher will discuss the assignment with the student and the student will redo the assignment. If the student does redo the assignment. The student cannot get higher than a 70% on the redo assignment.
- **Second Offense:** The teacher documents the incident and refers the student to the principal who makes contact with the student’s parents. The student earns “0” credit for the assignment. The teacher will discuss the assignment with the student and the student will redo the assignment. The student cannot get higher than a 70% on the redo assignment. The student will serve a detention.
- **Third Offense:** The teacher documents the incident and refers the student to the principal who makes contact with the student’s parents. The student earns “0” credit for the assignment and the principal will assign one day of in-school suspension. The student will be prohibited from participation in all school and extracurricular activities and organizations for 14 days following the offense.
- **Fourth Offense:** The teacher documents the incident and refers the student to the principal who makes contact with the student’s parents. The student earns “0” credit for the assignment. The

student will be assigned 3 days of In-School Suspension. The student will be suspended from all school activities, extracurricular activities, and student organizations for one calendar year.

- Additional offenses will result in appropriate notifications or administration and parents, “0” credit for the assignment, and disciplinary action of administrative discretion.

Students need to recognize that a documented case of plagiarism or cheating on their record will prevent them from being inducted into the National Honor Society and could expel them from the National Honor Society.

Detention

The staff members of the Shickley Public School are allowed to keep students after school hours when necessary. Membership on athletic squads or participation in other extracurricular activities is not an excuse from disciplinary penalty time assignment. If a student who rides the bus must remain after school because of disciplinary reasons, the parents are to be informed so that the student is not left without means of transportation home. If the parent cannot be notified by telephone, a note may be sent home and the student retained the following night.

Disciplinary Procedure and Consequences

When the need arises for a student to be disciplined, he/she will receive documented communication regarding the reason for discipline. Each student situation will be evaluated individually, based upon severity, frequency, and context of the infraction. Discipline notice completed by the Principal, which will then be signed by the student, with a copy to be placed in the student file, and a copy to be sent home to the parents. The documentation will indicate the reason for notice, action taken prior to this notice, and the present action and discipline measure taken.

~~1st Infraction: One half (1/2) hour of detention immediately after school. Students in 7th or 8th grades who receive detention time with the Principal, will be suspended from that day's practice or game.~~

~~2nd Infraction: One (1) hour of detention immediately after school.~~

~~3rd Infraction: Three (3) days of in-school suspension with suspension from all extracurricular activities (practice and contests) while in suspension.~~

~~4th Infraction: Three (3) days of in-school suspension or short-term suspension from school, not to exceed five (5) days.~~

Step 5: Expulsion

Short-Term Suspension

The Superintendent of Schools and/or the Principal shall have the authority to suspend any student from the Shickley Schools for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law.

Suspension from School

A student may be disciplined or suspended from school by the principal or superintendent on the basis of evidence that strongly indicates the student has committed any the following offenses while attending school or in some cases, when a student is not in school, such as weekends, evenings, or late nights, participating in or attending an activity sponsored by the school.

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

- Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- 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.
- Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student.
- 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.
- 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.
- Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant.
- Public indecency or sexual conduct. This includes “deep fakes” or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
- 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.
- 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.
- Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District’s dress code and electronic communication device rules.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- Willfully violating the behavioral expectations for riding school buses or vehicles.
- ~~Possession or use of tobacco and/or nicotine delivery systems on school property or at school sponsored activities.~~
- ~~Possession or use of a controlled substance or alcoholic beverage on school property, during school hours, or at school sponsored activities.~~
- ~~Insubordination—refusal to comply with reasonable standards of behavior established by teachers or the administration.~~
- ~~Use of abusive or profane language.~~

- ~~Vandalism or defacing of property belonging to the school district, district employees, or to students during the school day, during non-school days (weekends, etc.), during the evening or night time or during the summer months.~~
- ~~Fighting~~
- ~~Unsportsmanlike conduct involving visiting schools, spectators, representatives, or officials of school contests, and his or her own teams.~~
- ~~Theft or pilferage of property belonging to the school district, the staff, students, or schools being visited by our students.~~
- ~~Gambling~~
- ~~Oral, written, or gestures of obscenity.~~
- ~~Gross disrespect of teachers, school administrators, or other employees.~~
- ~~Excessive and/or chronic tardiness or absenteeism.~~
- ~~Forgery - parents' names on absent slips or teachers names.~~
- ~~Truancy (skipping school).~~
- ~~Committing any other act or becoming involved in any activity which disrupts the normal educational opportunities for other students or behavior that interferes with classwork.~~
- ~~Leaving school grounds during the school day without permission of school authority~~
- ~~Unlawful assembly.~~

Expulsion

Expulsion shall mean exclusion from attendance for a period of time not to exceed the remainder of the semester in which it took effect. The following student conduct shall constitute grounds for expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds. The proper law enforcement agency will be contacted when necessary.

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
- Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
- Causing or attempting to cause physical injury to a school employee or to any student. Physical 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 the subdivision.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic beverage.
- 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.
- A repeated violation of any rules validly established in the preceding policy on suspension and expulsion if such violations constitute a substantial interference with school purposes.
- Unlawful activation of a fire alarm - (Nebraska State Law 79-4,180)
- Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.

Fines for Lost or Damaged Items

Students should respect the property of the school and assist in its preservation for future use by others. If equipment or items sustain damage beyond normal wear and tear to materials needed in a course, if students possess overdue school materials, or if students misuse school property, they may be

assessed fines. The charges shall not exceed the replacement cost of the materials or equipment incurring damage.

Corporal Punishment

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. This prohibition includes the unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. An employee may:

1. Use reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - a. To quell a disturbance or prevent an act that threatens physical harm to any person.
 - b. To obtain possession of a weapon or other dangerous object within a pupil's control.
 - c. For the purposes of self-defense or defense of others.
 - d. For the protection of property.
 - e. To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - f. To protect a student from the self-infliction of harm.
 - g. To protect the safety of others.
2. Use incidental, minor, or reasonable physical contact to maintain order and control. (For more information, see SBP # 505.06)

STUDENT ACTIVITIES

Student Eligibility

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of Shickley Public School throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school for participation in the activity and must conduct themselves in accordance with student conduct policies.

A student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester. All other eligibility criteria for NSAA governed and sponsored activities are set forth by the Nebraska School Activities Association (NSAA).

NSAA Eligibility

In order to represent a high school in interscholastic athletic competition and non-athletic, a student must abide by the eligibility rules of the Nebraska School Activities Association. The most up to date rules are found at <https://nsaahome.org/constitution-bylaws/>. Contact the Athletic Director if clarification is needed in interpreting the NSAA rules.

Academic Eligibility Policy

Maintenance of high academic standards in the Shickley Public school is very important and must be enforced at all times. Students involved in extracurricular activities are reminded that they are students first and foremost. If they are not meeting the minimum academic standards established for participation in activities, they shall not be permitted to represent the school in activities.

All activities held outside of the regular school curriculum will be treated as extra-curricular activities and thus come under our present eligibility policy. Activities that are an extension of the regular school curriculum will not come under the eligibility policy. Students demonstrating poor self-discipline, poor study habits, and/or failure to do required work may be declared ineligible.

1. The school will implement a one week “in jeopardy” period whenever a student has a cumulative failing average during the nine week period, in any class the student will be verbally notified by the teacher(s) for that subject area(s) on Monday (or the first school day) each week. The teacher(s) will explain to the student the reasons for the failing grade and what the student should do to remedy the problems. It is the student’s responsibility to seek additional help (if appropriate) from the teacher to improve the failing grade(s). Grades will begin being checked at the end of the 2nd week of each semester.
2. If the student is still failing in the same class the following week, the student would then be ineligible for a one week period. The student could participate in practice but not in competition. Ineligibility would continue until the student is no longer failing the class in question.
3. The student’s parents will be notified by letter, email, or phone from the teachers when their child is placed on the “in jeopardy” list.
4. Teachers, when turning in their list of students “in jeopardy”, will note reason(s) for failing grade(s) to the administration.
5. Teachers will list all students who have earned a cumulative grade of 76% or below during the current grading period. If a student is on this “endangered” list (76% or below), he/she will have restricted privileges as determined by the teacher and principal until they are no longer considered to be in danger of failing, but will be restricted for a minimum of one week.
6. Students demonstrating poor self-discipline in regard to attitude and/or behavior may be declared ineligible for participation in both school activities and extra curricular activities by the principal. A teacher may recommend such, to be determined by the principal. Students who are failing in only one class, during each grading period, may be declared ineligible by the principal, after consultation with the teacher, if the student is not demonstrating the effort necessary to improve the failing grade.
7. Students who choose to drop a dual credit course after the free drop/add period (as determined by the offering institution) will be deemed ineligible for 14 calendar days following the dropping/withdrawal of that course if the student is failing at the time of dropping the course.

Students who fail a class in the fall semester will be ineligible until the beginning of the third (3rd) week of the spring semester.

Participation and Attendance

In order for any student to participate in an activity or practice, he/she must be in attendance within one hour after the school day begins for the day and continue through the end of the day on the day of the activity or practice unless it is a pre-excused absence.

Students who fail to meet this criterion shall be ineligible to participate in school activities or practice sessions for the day.

Students involved in an activity or practice may not participate in any activities if they are under disciplinary suspension or detention until such time as all suspensions or detentions are made up. A student under disciplinary expulsion shall not participate at any time, nor shall the student attend school activities or events while under disciplinary suspension or detention.

Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, they must contact the coach in advance. Exception: When an athlete is absent from school they do not need to notify the sponsor, however, most sponsors appreciate knowing the reason why the student is absent from school.

As a general rule, **seniors will not participate on junior varsity athletic teams**. Special circumstances/situations (such as foreign exchange students, need to complete a team, etc) will be dealt with on an individual basis. A decision will be made by the coach, athletic/activities directors, and administrations.

National Honor Society

Selection to NHS is set by a national standard of four criteria that include academics, character, leadership and community service. An anonymous group of several teachers complete a rubric for each student, rating them on a scale of 1 to 4 in each category. Each student that receives an average score of 3 or more will be inducted into the NHS. Violation of the Extra-Curricular Activity Code of Conduct will result in the loss of membership in the National Honor Society for one (1) calendar year. All other rules and regulations for admission and dismissal from the National Honor Society are detailed in the NHS rules and guidelines.

Student Publications

Students may produce official school publications, such as a school newsletter and yearbook, as part of the curriculum. These publications are produced primarily for the educational value gained in the process of their creation.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. Publications may be restricted, edited or prohibited when, after considering the maturity level of the students, any portion of the publication is determined to be discriminatory, as substantial interference to the educational process or learning environment, harassment, vulgar or obscene, defamatory, an invasion of privacy, or highly controversial. (For more information, see SBP # 506.06)

Class/Organization Meetings and Funds

No class/organization meetings will be held without the sponsor being present. **Class/Organization** Secretaries are to keep accurate records of all such meetings. No class/organization will be allowed to charge materials without first obtaining permission from the office.

Students may raise funds for school-sponsored events with the principal's permission. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property. The main emphasis of any fund-raising campaign should focus on the educational aspects of the program. (For more information, see SBP # 506.08)

Funds remaining in a class/organization account after the class/organization ceases to exist shall remain in that account. The distribution of those proceeds is left to the discretion of the class/organization sponsor and the school administration. Class/organization members will not receive any funds from that account, i.e. a refund. (For more information, see SBP # 506.09)

Student Physicals for Athletics

All students who are participating in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required, and these forms must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed by the parents and the physician. (For more information, see SBP # 506.10)

Extra-Curricular Activity Code of Conduct

Shickley Public School is dedicated to the concept of extra-curricular activities being an important and vital educational component of a total education. These activities will be a positive learning experience for our students if they can recognize that they may achieve their highest personal potential only by embracing a lifestyle dedicated to competition, integrity, and self-discipline. In addition, selection to a team, organization or club is both an honor and a privilege, and as visible representatives of Shickley School District these students have the obligation to conduct themselves in an exemplary manner at all times. That is the reason for establishing the Activity Code of Conduct.

Training rules are a matter of self and team discipline. The best performance that the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program. This code is to be followed by all students and is to be in effect for the school year and related school functions. When a student participates in extra-curricular activities his/her responsibilities go beyond the school grounds, facilities, and school related functions. Policies on tobacco, alcohol and other drugs are in effect for athletes and participants at all times in all places. The following penalties for Class I and Class II violations will apply:

First Violation: Athletics

Option A: Suspension for 33% of the scheduled varsity contests beginning with the day of the first scheduled interscholastic contest the student is scheduled to participate in following the infraction. If the violation occurs between seasons or when a student is not involved in athletics, the disciplinary action will not start until the day of the first inter-school competition in which the athlete could participate. If a student's suspension is not completed by the end of a sport season, the count will be discontinued until the day of the next scheduled interscholastic contest in which the athlete participates in. He/She will be expected to practice during the suspension.

Option B: Same as Option A **except** students agreeing to be evaluated, educated, and treated will be suspended for 22% of the scheduled varsity contests instead of the 33% of the scheduled varsity contests.

The suspension will be lowered from 22% of the scheduled varsity contests to 11% of the scheduled varsity contests under the following conditions:

- a. The student and/or the parent report the violation within 48 hours of the infraction, violation or citation.
- b. The report **MUST** be made to the Superintendent or Secondary Principal. Reporting to a coach, teacher, guidance counselor or any other school employee will **NOT** satisfy this requirement.

Second Violation: Athletics

A second violation of this code of conduct will result in the suspension from all athletics for one year from violation date.

Student activities are an extension of the educational program of our school and possess significant educational value for participants. An activity is classified as any event, competition, or performance, which takes place outside of the normal school routine or schedule. This also includes any club, organization, or sport added in the school year.

First Violation: Non-Athletic Activities

Option A: Consequences for violating the code of conduct for non-athletic activities will be a 14 calendar day suspension from participation in all non-athletic activities and the loss of any elected office and ineligibility of being elected to office for the remainder of the school year.

Option B: Students agreeing to be evaluated, educated, and treated will be able to have their suspension reduced to seven (7) calendar days upon completion of such programs, according to school guidelines, but he/she will still lose of any elected office and will be ineligible to be elected to office for the remainder of the school year. This option must begin within five (5) calendar days.

Second Violation: Non-Athletic Activities

Consequences for a second violation of the code of conduct for non-athletic activities will be the suspension from all non-athletic activities for one year from the violation date.

First Violation: Organizations

Option A: Loss of membership for one (1) calendar year from date of violation, including the loss of any elected office and ineligibility of being elected to office for the remainder of the school year.

Option B: Students agreeing to be evaluated, educated, and treated will be able to have their suspension commuted upon completion of such programs, according to school guidelines. This option must begin within five (5) calendar days.

Second Violation: Organizations

The consequence for a second violation of the code of conduct for organizations will be the loss of membership in the organization.

Subsequent Violations: Activities/Athletics/Organizations

Subsequent violations of the activities code of conduct will result in the suspension from all extra-curricular programs for one year from violation date.

*A student serving a suspension for a first violation must successfully complete the season of the sport/activity that the suspension is served in. The failure to do so will result in the suspension being served during the next sport/activity that the student participates in.

Leaving the Building

Any student leaving and/or returning to the school building for any reason must sign out / sign-in with the front office, unless he/she is leaving as part of a school activity.

Work Missed While Absent

If a student's absence is planned, the student must have a make-up slip completed and turned in to the sponsor or office at minimum one day before the absence. The student must complete all assignments before the day of the absence to be excused for the planned absence. The classroom teacher determines the definition of completed work.

Transportation for School Sponsored Activities

Students will be required to ride the bus to and from all away school sponsored activities unless parents have personally contacted the coach involved. Students may only ride with parents or grandparents going to or home from an activity once permission has been granted from the coach and arrangements must be made by parents with the school administration before the date of the activity. If parents want the participant to ride home with someone other than parents or grandparents, a note must be presented to and signed by the administration, and then given to the coach.

STUDENT HEALTH AND WELL-BEING

Administration of Medication to Students

All medications for student consumption are to be stored in the main office. Parents must deliver the medications with explicit instructions for use. If this is not possible, please have the student report immediately to the office with the medication. The school has EpiPin availability for situations when a

student has a severe allergic reaction. The parent or guardian of a student of minority age may sign a waiver requesting with the school nurse that their student not receive emergency treatment under this protocol.

Communicable or Infectious Diseases

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term “communicable disease” shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

A student who is at school and who has a communicable disease that creates a substantial risk of harm to other students, employees, or others at school shall report the condition to the superintendent at any time the student is aware that the disease actively creates such risk. (For more information, see SBP #508.03).

Student Illness or Injury at School

When a student becomes ill or is injured at school, the school shall attempt to notify the student’s parents as soon as possible if the illness or injury is deemed serious by school staff.

Shickley Public School, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of parents or qualified medical employees.

Emergency Plans and Drills

Fire Drill Procedures

The school building is equipped with an automatic fire alarm system. When the fire bell rings all students are to leave the building in an orderly fashion to the proper exit. (The proper exit for all rooms will be explained by the teacher the first week of school.) A map indicating the proper exit will be posted in each room. A FIRE DRILL IS NEVER TO BE TAKEN AS JUST ANOTHER DRILL. The drills will be held regularly.

- Lower Elementary Hallway -- exit East door
- Intervention Area -- exit North under fire escape
- Second floor high school -- exit to North on fire escape
- Third floor high school -- exit to North on fire escape
- North Gym/Special Services -- exit North door, Special Services Hallway
- Lunch Room -- exit West door in Kitchen
- Art Room – exit West Door of Art Room
- Upper Elementary Hallway -- exit East door, new addition
- Ag Room -- exit East door, Vo. Ag. Room

Tornado Drill Procedures

The signal for the tornado drill will be a continuous buzz of the passing bell. When you hear the signal, please go to your designated area in an orderly manner. A map indicating the proper exit will be posted in each room.

PreSchool through 2nd Grades will go to the Intervention Area.

The following classrooms will go to the Lunch Room:

- 3rd grade, 4th grade, 5th grade, 6th grade, Band Room, and the Art Room.

The following classrooms will go to the Copy/Work Room:

- The Vo Ag room and the Shop, Jr. High English, Business Room, and the North Gym.

The following classrooms will go under the stairs in the gym:
2nd & 3rd Floor High School Building, and the Main Gym

Other Safety Drills

Other types of safety drills may be conducted to prepare students and staff for emergency situations and to practice the policies and procedures in place.

Concussion Awareness

Concussions are defined as a type of traumatic brain injury caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. Health care professionals may describe a concussion as a "mild" brain injury because concussions are usually not life-threatening. Even so, their effects can be serious.

Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to coaches of our athletic teams.

Shickley Public School will provide information on concussions and brain injuries to athletes and their parents, including at least:

1. The signs and symptoms of concussions;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion including the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student:

1. Has been evaluated by a licensed healthcare professional;
2. Has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional;
3. Has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student. (For more information, see SBP # 508.15)

Lunch/Salad Bar:

Along with a served entrée, the students may choose foods from the salad bar and a carton of milk. It is highly encouraged students to eat all food that is self-served from the salad bar. This will help control costs and ensure a greater selection on the salad bar.

Students who bring their lunch will be required to eat in the lunchroom. Pop and other soft drinks will not be allowed in the lunchroom.

Breakfast will be offered to secondary students from 7:45 to 7:58 am.

Seconds are not covered as part of the free or reduced designation.

Welcome to the Shickley Early Learning Facility (ELF)

Definitions

Full-Time: Monday through Friday anytime between the hours of 7:15 a.m. and 5:30 p.m.

Infant: 6 weeks to 18 months

Parent: biological or adoptive parent, guardians, or anyone in actual or legal control of the child attending ELF

Toddler/Playskool: 18 Months and up

Program Director

The Director for the Early Learning Facility is Sue Loseke, who can be reached at (402) 627-3375 or 402-759-2622.

Communication

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

If you have questions or concerns about your child, please contact their teacher. If the teacher is not available you can speak with the assigned para in your child's room. The phone number and email is as follows:

Infant Room: Sue Loseke, Teacher

Phone: 402-759-2622

Email: susan.loseke@longhornpower.org

Toddler Room: Ally Stengel, Teacher

Phone: 660-216-1883

Email: ally.logston@longhornpower.org

If you need to get further assistance contact:

1. Mrs. Carissa Eberhardt, Elementary Principal

2. Dr. Essink, Superintendent

Billing Questions: Sue Loseke at 402-627-3375 or susan.loseke@longhornpower.org

Teaching Strategies, Curriculum, and Program Plan

Early Learning Facility classrooms will utilize *The Creative Curriculum for Infants, Toddlers & Twos*. The curriculum was specifically designed to provide in-depth

support for the unique demands of early learning programs. The curriculum includes daily instructional tools, research-based objectives, and focus on routines and experiences. Modifications and deviations from the curriculum will be made in accordance with applicable state and federal law.

Termination Policy

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, two weeks of written notice from parent or provider is preferred to end the services rendered, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken.

Advance Notice of Terminating Service

If you will no longer be needing our services, a two-week notice will be required. This helps us tremendously. Unlike a traditional childcare center, we are limited to a certain number of spots. If we have advance notice of discontinuation of needed services then it is possible for us to make future arrangements with new families inquiring about enrollment for their child. This helps to keep our open spots fluctuation to a minimum, and helps us be able to focus more on being the best providers possible.

ELF Hours

The facility is open Monday through Friday 7:15 a.m. to 5:30 p.m. with the following exceptions: see the attached sheet for date's ELF will be closed. These dates may change each year.

Fees for Infant-Toddlers - Beginning August 1, 2026

Your child's spot in ELF is \$675.00 per month. The fee will be reduced during the month of December to \$475.00. During the months of June and July, the rate is \$33.00 for each day your child is at the facility. The fees will be due at the 1st day of the month or no later than the 20th. Please submit payment in **check form** to Sue Loseke. **We will charge \$40 for wipes at the beginning of August.**

Payment Process and Late Payment Policy

All monthly payments are due by the 1st of the month. All monthly fee payments are non-refundable. Checks will be accepted. Summer days of service due at the end of the month.

Parents who are late paying their monthly bill will be charged a \$50 monthly late fee. After 30 days of nonpayment, the parent(s) must meet with the superintendent to discuss payment. Failure to complete payment as directed may result in termination of services at the discretion of the superintendent. The district reserves the right to use small claims court or debt collection services to recoup any outstanding balance whether or not the child remains at ELF.

Future Needs

You must notify the Coordinator/Director at least 6 months prior to your expected due date and be willing to pay \$25 a week from the time you ask for a spot until you come to our program. Priority will be given to current families and in-district families.

Immunizations

All ELF attendees must comply with the Shickley Public Schools' and other applicable immunization regulations. Within 30 days of enrollment, parents of all ELF children must provide:

1. Documentation of age-appropriate immunization;
2. Certification by a physician, advanced practice registered nurse, or physician assistant that immunization is not appropriate for a stated medical reason; or
3. A written statement that the parent or guardian does not wish to have the child immunized and the reasons for that decision.

Health Matters

For the health and safety of your child and all of the children, do not bring your child to the facility when they are sick. Staff may then become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold or cold-like symptoms that are otherwise feeling and acting normally. Mild cold symptoms are a clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to ELF, please call and check with us. If a child becomes ill during ELF hours, the parents will be contacted to pick up their child.

Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed due to illness, they may not return until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Guidelines for Children Requiring Exclusion From ELF

A child with any of the following illnesses must be completely free of any symptoms before returning. If the child is taking antibiotics for an illness, the child may return after the initial 24 hours of beginning antibiotics for an illness, as long as he or she has a slight to no fever (under 101F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; *unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea*

(more than 3) vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, hand-foot-mouth, chicken pox, mumps, measles, rosella, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 101 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever a virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our body's abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from the facility.

Communicable Diseases

We will notify parents of all enrolled children of any case of reportable communicable disease. The report will be made on the same day it is reported to us or we observe the illness, unless we are directed otherwise by an applicable health agency. We will post notices of an outbreak in a conspicuous place. The name of the affected child(ren) will not be posted without parent permission.

Child's Absences

If your child is absent due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for.

Medication

We generally do not give medications to the children. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend.

We will administer certain medication consistent with state law, such as doctor prescribed medications to the children, given that they are no longer contagious, and only if the medication consent form has been signed. Examples of these would be: antibiotics for ear infections and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if we will administer a certain medication or not, please feel free to ask.

We will never give more than the recommended dosages; we won't give any medication which has expired. Any prescription medication given or applied on an "as needed" basis and any medication administered by a route other than oral, topical, or inhalant must be accompanied by a written statement from the licensed health care professional who prescribed it. The written statement must describe the route and what symptoms need to exist in order for the medication to be given or applied. Please be sure your consent form (your written instructions) and the

medication you bring meet these requirements. We will report any medication errors to the parents.

Child's Records

Regulations require each child to have a Record kept current by the Early Learning Facility. The documents and data in each child's Record may be maintained in multiple formats, including digitally. The Record will contain at least the following:

1. Name of child;
2. Birthdate of child;
3. Enrollment date;
4. Date care ceased, if applicable;
5. Parent or guardian's home address and telephone number;
6. Parent or guardian's employment address and telephone number;
7. Individual(s) to whom the child may be released by the caregiver;
8. Individual(s) who will take responsibility for the child in an emergency when the parent or guardian cannot be reached;
9. Consent to contact a physician in an emergency;
10. Current health status of the child; and
11. List of child's allergies and intolerance to food, insect bites, or stings, or other factors that result in a medical reaction, and clear instructions in the event of an exposure to the factor.

Other state and federal records laws and retention requirements may apply. If you have any questions about records, please contact the Coordinator/Director.

Staff Qualifications

All teachers will be certificated by the Nebraska Department of Education, including having passed all applicable screenings and background checks. Other staff will pass appropriate background checks and receive training as required by NDE regulations. At least one staff member per classroom will be age-appropriate first aid and CPR trained.

Reporting Child Abuse

All staff are required by law to report any suspected incidents of possible child abuse or neglect whenever they have reasonable cause to believe such abuse or neglect may have occurred or observe circumstances which could result in abuse, regardless of whether it occurs at ELF or elsewhere. Your child may be questioned by child protective services at any time without your consent consistent with applicable law.

Sex Offenders

Staff will not knowingly allow any individual who is a registered sex offender on the premises. Exceptions may be made for parents who are registered sex offenders to drop off and/or pick up their children at the discretion of the Coordinator/Director and consistent with Shickley Public Schools policy. Any parent who is a registered

sex offender and wants to drop off or pick up students must secure written permission from the Coordinator/Director, and such consent may be revoked at any time for any reason. Law enforcement will be contacted immediately upon any unauthorized presence of a sex offender.

Medical and Dental Emergency Procedures

Emergency information is kept on file at our facility. In case of illness or injury, this information will be used to notify you or the person designated by you, on your child's status. If your child is injured while at our facility, first aid will be administered. If treatment by a doctor is necessary, every effort will be made to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Emergency Preparedness, Evacuation Procedures, and Reunification

Shickley Public School has written policies and procedures for dealing with emergencies, natural disasters, and reunifications. We will perform drills as required by law. Evacuation plans are posted in the facility. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible.

No Smoking, Smokeless Tobacco, Alcohol, or Controlled Substances

Tobacco products (cigarettes, chew, etc.), including alternative nicotine products like e-cigs and vape pens are not permitted on the premises at any time. Alcohol and controlled substances are not allowed on the premises at any time. Parents or any other individuals authorized by parents to drop off or pick up children may be excluded from the premises for violating any aspect of this policy.

Diaper Policy

It is the parent's responsibility to provide disposable diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes and cream, (not providers). Each child has his or her own space for its diapers and supplies. Cloth diapers are not permissible.

Wet or soiled diapers will be checked frequently and changed immediately. Diaper changing stations will be cleaned after each use or by changing the cover on the surface. Staff will wash their hands after each change.

Toilet Training

We are more than happy to encourage toilet/potty training as long as the child is ready (typically between 2 and 3 years old). Parents will be required to supply pull-ups and wipes. Communication between parents and staff is imperative for a successful transition from diapers to toilet. When parents begin toileting, they must contact their child's teacher and agree to a toileting plan before it will be implemented by any staff.

Toys

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjustment period, we encourage your child to bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with them to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child with toy weapons.

Miscellaneous

- At the Early Learning Facility, we do not transport any child by car or any moving vehicle unless a medical emergency requires us to do so.
- Understand that your child may be included in classroom evaluations by the Nebraska Department of Education and other agencies.
- Understand that your child may be included in pictures connected with our program.

Open Door Policy

Please feel free to come and go at any time throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these, the other children have a hard time listening and following adult directions. For safety reasons the doors to the

facility will be locked between 8am and 3pm. When coming to the facility during these times be sure to ring the bell or call.

PBIS/Pyramid Behavior Management & Discipline

We believe the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try to teach the children in our care manners, kindness and to be respectful to others. One of the ways we do this is by the example we as providers set. We understand our actions and reactions speak much louder than our words. The children are explained the ELF rules frequently, so they will know what's expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or damages property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
2. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
3. Time-Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. Discussion: If time-out is not working within the classroom, then there will be a conversation had with the child's parent about the repetitive behavior that is happening, and come up with a solution.
5. Potential dismissal: If all of the above steps do not correct the behavior, the child may be dismissed from the ELF building until the behavior can be corrected.

ELF staff will only discipline students when parents are not present to do so.

Aggressive Behavior: It is considered normal and common for a child to act out during the toddler age by biting, hitting, scratching, etc. Oftentimes children will act out for various reasons such as, but not limited to, the inability to communicate their needs, someone is in their space, or they think they are just playing. Regardless of the reason, we do not tolerate or allow aggressive behaviors. If a child becomes aggressive, staff will intervene as appropriate. This may include some incidental touching and in extreme cases, brief restraint. The child will immediately be taken to time-out and talked to about how it hurts others when we (insert behavior). The

child will then be closely monitored for recurrences. If the behavior continues to happen, the child will be separated from his/her peers if possible.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our **building**, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

Cleanliness

We take the well being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our facility and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our facility is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Arrival and Departure

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day. Please do not send food (i.e. half eaten breakfasts, breakfast bars, candy, etc) or gum with the children. Please make your goodbye brief (no more than a couple of minutes): the longer you prolong departure the harder it gets for both parents and especially for your child. Never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. We may ask for identification of anyone picking up a child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent on file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Supplies Needed

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, toothbrush, weather appropriate clothes and a change of clothes, jacket, shoes that lace-up or Velcro and/or stay on feet (no flip-flops please), and pacifier (if needed). We supply and apply sunscreen to children when playing outside. For the older children sleeping on a mat, a crib sheet, blanket, and a pillow are needed. If necessary a comfort object for rest-time, and anything else your child

may need. Staff will clean your child's crib sheet, blanket, and pillow at the end of every week. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We will wash the children's clothing, or you may take your child's clothing home to be washed, whichever you prefer. We are not responsible for replacing stained or soiled clothing. For those who have children that are using a bottle, formula and a preferred bottle must be supplied by the family as well. We would ask if you have a toddler if you could provide 2 sippy cups. We use one for milk and one for water. It is easiest if you bring them the kind they prefer. Please mark with their names.

Note: Please periodically check your child's locker/cubby to make sure they still have all their necessary items. Furthermore, as the weather changes throughout the year, so do your child's items needed. We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them. This way we can care for your child in the best possible way.

Meals/Snacks

Each day we provide three nutritious and well-balanced meals consistent with applicable state and federal guidelines. Weekly menus are available upon request. We provide breakfast, lunch and an afternoon snack. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. We also provide baby food for infants. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits that a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. – all common nutritional problems in young children.

Breast Milk and Formula

We support your decisions related to nursing, providing expressed breast milk, and/or using formula. If you plan to nurse your child, please talk with your child's teacher so we can be prepared for the plan that you have for your child.

All formula or breast milk must be refrigerated and clearly labeled with the child's name, date received, and date expressed or frozen, if applicable. Unused prepared formula will be discarded as indicated by the label. Unfrozen breast milk will be discarded after 48 hours. If your feeding plan includes frozen breast milk and it is agreed between you and your child's teacher that frozen breast milk will be given to your child, it will not be kept for more than 3 months.

Special Diets

If your child has any particular dietary needs resulting from being allergic to certain foods we must be informed. We ask for a doctor's note verifying the needs and guidelines to ensure that we cover the bases as much as possible.

Daily Schedule for Toddlers

Activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

Daily Schedule for Infants

Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Napping for the infant room is based on the child's needs.

7:15 a.m. – 5:30 p.m. cuddles, love and affection, eat, poop, and sleep.

Guidelines – What is Asked of Children

1. All food and drinks must be kept in the kitchen area.
2. No playing in the bathroom.
3. No coloring on anything but paper.
4. Name-calling and foul language or yelling is not allowed.
5. No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
6. No pulling or picking of plants, grass, trees, or flowers.
7. No picking-up, pulling, poking or squeezing of babies.
8. All kitchen and bathroom cupboards are off limits to children.
9. Take turns and share.
10. Help clean up.
11. Laugh, smile, play and be happy.

Scheduling of your child at ELF: Contact Sue Loseke for Infants and Toddlers.

A Final Note

It is important you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or feel uncomfortable with one or more of our policies and/or procedures, it is important you express it to us before enrolling your child. We are always open to suggestions and feel communication is a very important part of offering a quality program. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours.

ELF SCHEDULE FOR SCHOOL YEAR 2026-2027

Date	Activity	Reminder
August 13, 2026	TEACHER INSERVICE	ELF/School Closed
August 14, 2026	TEACHER INSERVICE	ELF/School Closed
August 17, 2026	TEACHER INSERVICE	ELF/School Closed
September 7, 2026	LABOR DAY	ELF/School Closed
September 30, 2026	PROFESSIONAL DEVELOPMENT Dismiss at 1:00	CLOSE AT 1:00
October 9, 2026	FALL BREAK	ELF/School Closed
October 28, 2026	PROFESSIONAL DEVELOPMENT Dismiss at 1:00	CLOSE AT 1:00
November 25, 2026	THANKSGIVING BREAK Dismiss at 1:00	CLOSE AT 1:00
November 26, 2026	THANKSGIVING BREAK	ELF/School Closed
November 27, 2026	THANKSGIVING BREAK	ELF/School Closed
December 23-31, 2026	CHRISTMAS BREAK	ELF/School Closed
January 1-3, 2027	CHRISTMAS BREAK	ELF/School Closed
January 4, 2027	TEACHER IN-SERVICE	ELF/School Close
February 3, 2027	PROFESSIONAL DEVELOPMENT Dismiss at 1:00	CLOSE AT 1:00
February 12, 2027	NO SCHOOL	ELF/School Closed
March 11,2027	SPRING BREAK	ELF/School Closed
March 12,2027	SPRING BREAK	ELF/School Closed
March 26, 2027	EASTER BREAK	ELF/School Closed
March 29, 2027	EASTER BREAK	ELF/School Closed
April 14, 2027	PROFESSIONAL DEVELOPMENT Dismiss at 1:00	ELF/School Closed
May 20, 2027	WORKDAY	ELF/School Closed
May 21, 2027	WORKDAY	ClosedELF/School

May 30, 2027	MEMORIAL DAY	ELF/School Closed
July 5, 2027	Monday after 4TH OF JULY	ELF/School Closed

Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

SIGNATURE AND ACKNOWLEDGEMENT

By signing below, I agree to the following:

1. I have received and reviewed this handbook;
2. I have had an opportunity to ask any questions or seek clarification on any aspect of the handbook prior to signing it;
3. I will comply with all applicable laws, regulations, rules, policies, and handbook provisions of the Early Learning Facility or applicable to it, including the lawful directives of staff and all such rules and policies of Shickley Public Schools.

Parent Name (print): _____

Parent Signature: _____

Date: _____

Parent Name (print): _____

Parent Signature: _____

Date: _____

<p><i>For Office Use Only</i></p> <p>Date Received: _____</p> <p>Person Who Received It: _____</p>

BDS Athletic CO-OP



Administrative Guidelines

Table of Contents:

1. Administration
 - Evaluation of Coaches/Hiring and Firing of Coaches
 - Uniform Replacement Rotation
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 - Supervision of Contests
 - Role of BDS CO-OP Committees
 - Process of Amending Guidelines/Handbook.

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 - Role of the Athletic Director

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 - Who do Coaches Report to?

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 - Track
 - Golf
 - Pep Band
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 - Speech

Administration



The administrative personnel responsible for athletics in the two districts will act collectively on matters of organization, scheduling practices and games, conduct of participants, and public relations. The Bruning-Davenport School District will be the NSAA recognized host school for the co-op activities. Administrative teams consist of the superintendents and principals. The athletic director(s) will attend meetings when applicable.

Evaluation of Coaches/Hiring and Firing of Coaches

Evaluation of Head Coaches

New Head Coaches will be evaluated at least once in their first year by one or more Athletic Directors or a qualified principal. ~~The coaches evaluation system will follow the same style of evaluating that is currently in place for teachers. using the approved evaluation tool. coaches will be observed once or twice each season with a final evaluation every year. Those who have been the head coach for more than three years will have one announced observation per season.~~ For Head Coaches beyond their first year, evaluations will take place as needed.

~~For those who have been coaching for three years or less, they will be observed twice during the season. One will be announced, and the other will be at another time prior to the post-season. When observing coaches, the Athletic Director(s) and/or both principals will be in attendance at the practice. It is preferred to have the first observation completed before the first competition of the season.~~

~~If a coach is found to be “unsatisfactory” as determined by the coaching evaluation completed by the Athletic Director(s) and reviewed by BDS principals, or displays conduct detrimental to the team, the coach will be subject to dismissal. See below for the termination of a coach. Recommendations for rehiring or firing will be made to the two superintendents during the administrative team meetings.—~~

~~Moving forward, the current non-certified staff will be allowed to coach as long as his/her evaluation indicates competency. Evaluations for assistant coaches will be conducted by head coaches and reviewed by the administration. Head coaches may make recommendations for continued employment.~~

Hiring. At the time of a head coach opening, both school districts will work together to find the best candidate for the position. The open position will be advertised ~~within the two districts~~ to determine if there are any interested parties within the schools. Once all applications have been collected, the two superintendents will review the credentials/resumes of the interested parties and select persons to interview. The two superintendents, along with the BDS administrative team, will then hire the best candidate for the position.

The districts will work together in filling assistant and junior high coaches. Both districts will search within to find interested candidates to fill any vacancies, trying to find the best candidate possible. If more than one staff member at a district is interested in a position, the application and interview process will be used. If no one is interested in a position, the districts will search outside the school systems to find people to fill positions.

Firing. Any coach given an unsatisfactory evaluation for two consecutive years with no significant improvements being made could be terminated. This recommendation will be made to the Superintendents at their monthly administrative meeting.

Dismissal: Coaching is categorized under Extra Duty employment and is at the discretion of the superintendents. Decisions regarding dismissal of head coaches must be a joint decision of the superintendents, with advisement from the Athletic Director(s).

For situations where a ~~Both superintendents must agree on any final action taken when any~~ coach demonstrates severe misjudgment (i.e. inappropriate contact with a student including, but not limited to, physical aggression, communications of a sexual nature, personal relationship; gestures and/or expletives directed at patrons, any infractions covered under Rule 29, Professional Practices, etc). A meeting between the coach and the two superintendents will take place before any formal action is taken. Both superintendents must agree on any action taken.

Uniform Replacement Rotation

There will be a four-year rotation for uniform replacement. All uniform replacement recommendations will be made through the Athletic Director(s) and both building principals. Final approval will not be granted for design, colors, type, etc. until all parties involved are notified and have approved. The replacement schedule is as follows (Items will be purchased during the designated fiscal year):

Year	Sport
2017-18	JHG/BB Home/Away
2018-19	JHVB/JHTR/JHFB (JHFB got pants 2016)
2019-20	HS Track/HSVB
2020-21	BBB Home/Away
2021-22	GBB Home/Away
2022-23	HSFB Home/Away
2023-24	JHG/BB Home/Away AND BDS Golf (polo/jacket)
2024-25	JHVB/JHTR/JHFB (JHFB got pants 2016)
2025-26	HS Track/HSVB
2026--27	BBB Home/Away
2027-28	GBB Home/Away
2028-29	HSFB Home/Away

Income/Expenses

As per the cooperative agreement submitted to the NSAA, all revenue and expenses from/for contests will be a split 50/50 shared expense. Maintenance costs for

vehicles used by the cooperative will be absorbed by the district that owns the vehicle. The cost of fuel and the driver's wage for the coach bus will be split between districts; as well as $\frac{1}{3}$ depreciation cost for each Bruning, Davenport, and Shickley. All costs affiliated with transportation to and from practice will be at each district's own expense. At the conclusion of each semester, the superintendents will meet to discuss the expenses/revenue. Each school will bring expenses and revenue associated with all athletics and a financial statement will be prepared. Extra Duty stipends, FICA, and retirement (as applicable) paid by each school district will be a documented shared expense between the BDS CO-OP. Compensation based on expenses of the Activity Coachbus will be paid in February and June, with all other compensation being paid in August. The results of each will be reported to the boards.

At all home games (excluding tournaments) students from Shickley Public Schools and Bruning-Davenport USD are to receive free admittance. In addition, senior citizens are given passes and also are to be admitted for free. Unless otherwise specified, passes from other schools will also be recognized. No passes will be granted or accepted during NSAA sanctioned playoff games.

Split of Varsity Games

All home varsity volleyball contests will be played in Shickley. Varsity football home games will be rotated between the towns of Bruning and Shickley. All varsity basketball home games will be played in either Davenport or Bruning. These games are arranged this way in order to preserve the original 60/40 (Bruning-Davenport/Shickley) split of games that was agreed upon in the beginning of the CO-OP. There are going to be years when keeping this ratio is not possible due to scheduling issues. Overall, since the beginning of the CO-OP, this ratio has been maintained.

Sale and purchase of Warm-ups, t-shirts, jackets, and equipment

All purchases of clothing and equipment need to be approved by the administrative team. Any fundraising for these items are to be approved by the administrative team. It is the goal for both districts to require less fundraising by their athletes for the purpose of purchasing apparel and equipment.

If a piece of equipment or large purchase, which is defined as \$1,500 or more, needs to be made, it will be up to the determination of both athletic directors and principals to recommend to superintendents purchases. If a need arises for a large purchase and superintendents approve, the item(s) will be purchased and cost will be split between the school districts.

Supervision of Contests

It will be the goal of both districts to have at least one administrator from each district at every varsity contest. If a patron from either district would get out of control, the administrators on duty must work together to get control of the situation and handle it appropriately. However, if there is only one administrator in attendance, the administrator has the authority to discipline the patron or student from the other district as needed. JRHI sports are not regulated by the NSAA so an administrator is not required to be in attendance; however, the BDS Cooperative administrators will strive to attend JRHI away contests whenever possible.

Role of BDS CO-OP Committees

The BDS CO-OP Committee consists of the administrative teams and three board members from Bruning-Davenport Unified School District and three board members from Shickley Public Schools. This committee has no voting power but is a communication tool for the CO-OP. The committee will meet a minimum of three times a year, once during the summer, in between volleyball and basketball, and in between basketball and track; alternating between the three building sites. Periodically, a need may arise to meet to discuss immediate concerns. Both districts will, in good faith, honor the other district's request in a timely manner. At these times discussions about the CO-OP will take place. Also, recommendations for any changes to the coach's handbook can be made at this time. It is the expectation that committees operate in good faith and use professional judgment. If a committee member has an issue with a coach or is operating in bad faith, said member would be required/expected to recuse himself or herself prior to the discussion of the issue at hand.

Process of Amending the Coaches Handbook

The process of amending the coach's handbook by coaches or administrators will be as follows:

Any suggestions for changes will be submitted formally using CO-OP guidelines (See Appendix A) to any BDS Administrative team member by the last day of the current school year. The administrative teams from both districts will meet to discuss any suggestions for changes and present an amended coaches handbook to their respective boards for the June meeting for discussion. If there would be a time where the two administrative teams could not agree on an issue, the BDS Cooperative Committee would meet prior to the June board meeting to discuss and arrive at a consensus on that issue so the edits can be presented to the two boards. The Bruning-Davenport and Shickley administrative teams will meet again to discuss any further edits and present the final copies to the board in July for approval.

Process of Amending the Administrative Guidelines

The administrative teams from both districts will meet annually to discuss the guidelines and make any suggestions for changes in the document. The teams will meet to discuss the guidelines prior to the June board meeting.

Athletic Director



Role of the Athletic Director(s)

All clerical duties for games (hiring officials, scheduling games, programs) will be the responsibility of the Athletic Director(s). split in the following way:

~~Bruning-Davenport — Junior High, Junior Varsity, and Varsity Football~~
~~— Junior High, Junior Varsity, and Varsity Basketball~~

~~Shickley — Junior High, Junior Varsity, and Varsity Volleyball~~
~~— Junior High, Junior Varsity, and Varsity Track~~
~~— Junior Varsity and Varsity Golf~~

The school who is hosting the contest is in charge of finding clock personnel, line judges, chain gang, concession stand, and ticket takers or gate keepers.

The Bruning-Davenport and Shickley superintendents will evaluate the athletic director(s) as needed using the respective teacher evaluation instruments currently in use by the districts.

Transportation



Transportation

Practice

-It will be the responsibility of each district to provide transportation to and from practice. The practice sites will be arranged prior to the beginning of each sports season.

Games

-In most cases, the coach bus ~~owned by Bruning-Davenport~~ will be used to transport varsity players and coaches to their away contests. Because it does not operate well on gravel, vans will be used in different situations in order to cut down on extra mileage by the coach bus. For other contests, a combination of yellow buses and vans will be used to transport students to and from contests.

Chain of Command



Chain of Command

School Board



Superintendent



Principal



Athletic Director



Coach



Athlete/Parent

**Athletes need to initiate any problems or concerns but may include their parents if deemed necessary. All issues shall be addressed in a meeting with the coach first and will follow the chain of command from that point forward (both districts will be represented in any meeting following the meeting with the coach). The time shall be agreed upon by both parties.

Sports/Activities



In an effort to abide by the original agreement, the schedule will maintain the 60/40 ratio. When considering the 60/40 ratio and counting games, each night of an event will be considered a contest. For example, a boys and girls basketball game on the same night would be considered one contest or a volleyball triangular is figured as one contest as well. This will extend to the junior high sports schedule as well.

Football

- All Varsity, JV, AND JH home games will be split between the two sites of Shickley and Bruning for the regular season.
- The school getting the first varsity home game will be as follows: even years (Bruning), odd years (Shickley).
- The first playoff game will be rotated based upon the last home site of the previous year's final playoff game.
- Practice will be held among the three sites: Bruning, Davenport, and Shickley. The locations of practice will be determined by the coaches.

Volleyball

- All Junior Varsity and Varsity home games will be in Shickley, unless otherwise determined by the administration.
- Varsity and JV practices will be held in Shickley where two gyms can be utilized. JH practices will be held in Davenport.

Basketball

- All Junior Varsity and Varsity home games will be played at either Bruning or Davenport, unless determined by administration.
- All Junior High home games will be played at Bruning or Davenport, unless otherwise determined by the administration. Practice will be held in Shickley.
- High School practices will be held in Bruning and in Davenport and a rotation schedule of practices will be constructed by the coaches. This may be affected by the timing of junior high basketball games.

Track

- Neither district has a full size track so neither school will be hosting track meets.

-Site of track practices, when feasible, will be held in Shickley; however, home sites may be used due to inclement weather and/or coaches' discretion.

Golf

-Neither district has a course. The BDS COOP will utilize an agreement with the Hidden Hills Golf Course in Geneva, NE.

-Site of golf practices, will be held in Geneva or Shickley; the Shickley site will be utilized for indoor practices due to inclement weather, or otherwise determined by the coaches.

State Competitions

State Competitions: Football, Volleyball, and Basketball Teams will attend in full, unless otherwise determined by the BDS Superintendents. Only State Qualifiers will attend the State Track meet or State Golf meet. The question as to when a team will or will not have hotel accommodations will be determined by the BDS Superintendents. Student managers (not in high school) will not utilize school lodging and travel during state competitions; unless prior approval from BDS Superintendents is given. State qualifying teams (coaches, players, and student managers) will receive a state qualifying t-shirt). Meal allowances at State competitions will be determined by the BDS superintendents. An extra school trophy will be purchased for Football, Volleyball, Basketball, & Track. Enough medals for the (entire) team and student managers will also be purchased by the schools as a shared expense. Coaches and assistant coaches will receive plaques.

Appendix A

STANDARD FORM FOR PROPOSED CHANGES TO THE BDS COACHES HANDBOOK

Group or Person proposing the change:

Date that the proposal for change was
initiated:-----

The Current Handbook language on Page #_____, reads as follows:

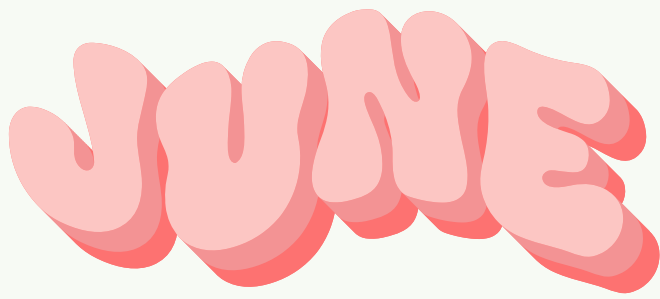
Proposed Language & changes:

Rationale for Proposed Change:

Signature of Administrator: _____

First Meeting of the BDS Administrators at which the proposal was discussed:_____

Administrators Recommend Change: Yes _____ No _____



JUNE

MRS. EBERHARDT'S BOARD REPORT

Completed Tasks:

- Our master schedule is complete and includes dedicated time for collaboration and WIN (What I Need) intervention/enrichment blocks.
- The assessment calendar has been finalized, including all required district and state assessments.
- Two staff members have completed LETRS Unit 1 training. This fall, two additional teachers will begin the two-year LETRS training program, supporting our continued focus on evidence-based literacy instruction.


External Team Visit:

Planning and preparation for our February visit has begun. A draft of the two-day agenda has been developed, and last week we met with April Kelley to review topics, expectations, and discussed the next steps to ensure a successful visit.

Professional Development:

Several teachers have participated in professional learning this summer, attending training opportunities including Keys to Literacy, MTSS with Solution Tree, and Morphology.

We are still working on our PD schedule for this school year. Our goal is to be intentional with staff time, ensuring our PD aligns with district priorities and provides meaningful support for teachers.



JUNE

MRS. EBERHARDT'S BOARD REPORT

Looking Forward to Fall

- Beginning in August, all elementary teachers and special education staff will participate in our first DIBELS training as we prepare for implementation.
- At the end of August, Monica Blank, the new Literacy Coach through ESU 6, will visit Shickley to support our first round of IPG data collection and provide training on uploading the required data.
- In September, a member of Pati Montgomery's team will visit our elementary school to conduct classroom observations and provide feedback to in regards to our Structed Literacy Instruction
- We will start the process of reviewing and selecting a new math curriculum

My Goals for the 26-27 School Year:

- Successfully implement DIBELS and meet NDE reporting requirements.
- Use progress monitoring to guide interventions
- Support teacher growth through collaboration, walkthroughs, and feedback.
- Improve student achievement in reading and math.
- Ensure strong special education compliance and support.
- Maintain a positive school culture and strong family communication.

**7-12 Principal Report
June 2026**

I will be giving updates on:

Orientation

Summer Training

Continuous Improvement