

Sutherland Public School District 55
Monday, July 13, 2026 7:00 PM

Regular Board Meeting Conference Room
P.O. Box 217
Sutherland, NE 69165

Agenda

1. Call the meeting to order
2. Flag salute
3. Open Meetings Law
4. Roll call
5. Recognition of Visitors/Public Comment
6. Reports
 - 6.a. Elementary Principal Report
 - 6.b. High School Principal Report
7. Superintendent Report
8. Board Reports
9. Treasurer's report
10. Consent Agenda
 - 10.a. Approval of Minutes - June 9, 2026 Regular Meeting
 - 10.b. Approval of General Fund Bills - \$411,585.20
 - 10.c. Approval of Building Fund Bills - \$113,126.76
11. Action Items
 - 11.a. Consider, discuss, and take all necessary action on approving Policy 5001, Compulsory Attendance and Excessive Absenteeism, with the changes to the final paragraph.
 - 11.b. Consider, discuss, and take all necessary action on updating Policy 6037, Selection and Review of Library Media, to match KSB's policy.
 - 11.c. Consider, discuss, and take all necessary action on adopting Policy 6046 Right to Access to School Library Materials.
 - 11.d. Consider, discuss, and take all necessary action on approving lunch prices for the 2026-2027 school year.
 - 11.e. Consider, discuss, and take all necessary action on changing substitution daily rates from \$160 to \$170, daily after 15 days from \$170 to \$180, and long-term sub rates from \$185 to \$210.
 - 11.f. Consider, discuss, and take all necessary action on approving a new sidewalk being added on the east side of the grand stands at the track and football field.
 - 11.g. Consider, discuss, and take all necessary action on Sutherland changing its Grading System.
12. Approve Board Members Who are Absent
13. Next meeting date and time
14. Adjournment

SUTHERLAND PUBLIC SCHOOLS **CERTIFICATED STAFF HANDBOOK**



2026-2027

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PHILOSOPHY

The philosophy of education for the Sutherland Public School is that all students shall be accepted as they are and shall be provided with a stimulating environment and be given opportunities for learning experiences, which have been designed to promote behavior patterns that will permit continuing satisfactory adjustments to life. We further believe that a sound foundation is accomplished by providing basic knowledge in intellectual, economic, social, emotional, physical skills and multicultural awareness. The board further believes that it is of extreme importance that writing communication skills should be addressed in the total K-12 curriculum. The Board of Education believes that effective long range strategic planning based on effective schools research is necessary to develop a school built on local needs with accountability as the desired result. It is the board's belief that this foundation should begin with school board policies.

INTRODUCTION

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

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

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

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

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Mr. Brett Webster at 308-386-4321, Brett.Webster@spssailors.org or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: BreAhanna McConnell at 308-386-4321, breahanna.mcconnell@spssailors.org, 401 Walnut Street, Sutherland, NE 69165 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: https://docs.google.com/document/d/1Tlg66Kdb7yg9Ma6fes2QdB5KY5mz_F6CEB_5xuDCOLo/edit

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: BreAhanna McConnell at 308-386-4321, breahanna.mcconnell@spssailors.org, 401 Walnut Street, Sutherland, NE 69165 or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mr. Brett Webster at 308-386-4321, Brett.Webster@spssailors.org or 401 Walnut Street, Sutherland, NE 69165 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3057 – Nondiscrimination.

ALCOHOL

It is a violation of school rules and a violation of law for any employee to possess, transmit or be under the influence of an alcoholic beverage in any form while on school grounds, at a school activity, or in a school vehicle. A violation of this rule will be grounds for discipline depending on the severity of the infraction, up to and including dismissal from employment.

DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from administrative staff. Purchases made without permission are the personal obligation and responsibility of the purchaser.

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

Activity Tickets

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

Agents, Salesmen and Other Business Representatives

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

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

Announcements and Circulars

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

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

Board Policies, Rules and Directives

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

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which

reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

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

Complaint Procedure (Board Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence

Complaint and Appeal Process.

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

person would subject complainant or complainant's student to discrimination or harassment.

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

- 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

- 6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
- b) Determine whether the complainant has discussed the matter with the superintendent.

- 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
 - e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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

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

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

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to

the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

Computers and the Internet: Acceptable Use by Staff

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

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy (4053) provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

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

Copyright and Fair Use

The school district complies with federal copyright laws (Policy 3020). Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

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

Librarians from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>.

You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

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

Crisis Response Team/Safety Committee

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

Disability Leave (Short-Term)

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: BreAhanna McConnell at 308-386-4321, BreAhanna.McConnell@spssailors.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: BreAhanna McConnell at 308-386-4321, breaahanna.mcconnell@spssailors.org, 401 Walnut Street, Sutherland, NE 69165, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Brett Webster at 308-386-4321, Brett.Webster@spssailors.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

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

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

Dress Code

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

I. Staff Expectations in Dress and Appearance

A. General Expectations in Dress and Appearance

1. Certified staff, paraeducators, and office staff should generally dress in attire that is clean and professional.
2. Custodial, maintenance, cooks and transportation staff should dress in attire appropriate to the work they are performing.

B. Unacceptable Forms of Dress and Appearance

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, unless authorized by Administration, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:
 - For men: shirts without collars, unless the shirt can be deemed professional by other standards.
 - Athletic wear, including sweat, jogging, and wind suits.
 - Shorts, except when teaching physical education class or at athletic or other activity practices.
 - Blue jeans, except at athletic or other activity practices, or on days considered to be "casual dress" days.
 - Hats, except when worn outside for sun coverage.
 - Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
 - Any attire which is immodest or may distract other employees or students in the learning environment.

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

Drug and Alcohol Testing

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

Duty to Report

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

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

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

Electronic Communication While Driving

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

On a limited basis when no students are in a moving vehicle, verbal communication is allowed on a limited basis.

Expenses

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

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

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

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy (4011). The school district will utilize the “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

In-School Communication

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

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

Intellectual Property

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

Jury and Witness Duty Leave

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

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

Keys

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

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

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase breakfast for \$2.40 and lunch from the school cafeteria for \$5.00 per day. The lunch price includes one carton of milk. Extra cartons cost .60. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

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

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

Milk Expression

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

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's

official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

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

Nautical News Newsletter

The elementary secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

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

Outside Employment

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

Political Activities

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

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

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their

educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extracurricular activities. Such a plan may include:

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

Professional Boundaries Between Staff and Students

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

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

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

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

Professional Growth

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

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

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

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

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

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

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

School Calendar

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

School Property

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

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

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

School Vehicle Use

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

Security

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

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

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

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

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

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

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding

Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

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

Staff Mail Room

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

Student Interviews

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

Telephones

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

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

Threat Assessment and Response

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

- Definitions
 - A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - A transient threat is an expression of anger or frustration that can be quickly or easily resolved.
 - A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

- A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.
- **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred. **THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.**

3. Threat Assessment Team

The threat assessment team (team) shall consist of **superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school.** Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

Transportation Request

Staff members must sign-up for transportation via the Google calendar or put in a transportation request to the Director of Transportation as soon as they know they need school-provided transportation. This allows the Activities Director and the Director of Transportation adequate time to schedule drivers and vehicles.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

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

Visitors

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

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

Visitors must comply with the following guidelines:

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

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

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

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

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on Social Media, News Outlets, and the School App.

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

Workplace Searches

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

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

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

1. **Sick Leave**

Certified staff members who are too ill to perform their teaching duties must input substitute requests in Red Rover by 6:00 a.m. and message their school principal as well.

2. **Personal Leave**

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

3. **Professional Leave**

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

4. **Substitute Folders**

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

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

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

Assemblies

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

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

Assignment of Teachers

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

Certificates, Teacher Contracts, Salary Information

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

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

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

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) or use of artificial intelligence (AI) or Chat GPT or similar technology must be sent to the building principal for administrative discipline. The classroom teacher may give the cheating student a zero grade for the test or assignment.

Check-out Forms

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

Class Record Books

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

Classroom Management and Student Discipline

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

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

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

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

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

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

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

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

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

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

Classroom Sanitation

1. Handling of Body Fluids

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

2. Infectious Diseases

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

Coaching Supplies

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

Coaches must fill out and submit inventory forms to the Activities Director immediately after the season is complete.

Collection of Student Money

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

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Sutherland Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

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

Community Involvement

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

Detention

Teachers or administrators shall notify parents when students are to be kept after school.

Display of Classroom Work

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

Duties of Certified Staff

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

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

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the third Monday of each semester, classroom teachers must submit the names of all students who are not academically eligible to the office by noon on the first school day of each school week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

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

Extracurricular Activities

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

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

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

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

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

Evacuations

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

1. Fire Drills

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

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

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

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

2. Tornado Drills

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

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

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers

should do the following:

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

Evaluations

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

The district will be using the NEE (Network of Educator Effectiveness) as the evaluation tool for teachers.

Examinations

Semester examinations will be given in all classes grades 9-12. Tests and final exams will not be given ahead of time. Students are not to create tests or grade any major tests.

Faculty Meetings

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

Field Trip Request

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

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

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 8:00 a.m. on each Monday.

Grades are given as a letter or percentage as requested by the building principal. No incomplete or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

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

7-12 classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the minimum teachers should have two graded assignments per week. At the conclusion of each quarter, students will receive an end-of-quarter report card upon request.

In the elementary grades, students will receive percentage grades in all core subject areas. For Music, PE, Library and Art students in Kindergarten through 2nd grade students will receive a (S) Satisfactory, (N) Needs Improvement or (U) Unsatisfactory.

The following grading system will be used:

A (94-100) B (86-93) C (77-85) D (70-76) F (Below 70) I (Incomplete)

Grading will be done quarterly and report cards will be issued accordingly.

Parent-Teacher Conferences will be held during the first semester and thereafter as deemed necessary by the administration.

Progress reports will be sent home with all elementary students at the end of four and a half weeks of each grading period. Phone calls should be made to parents as needed.

Failure of any classes in grades K-8 may be cause for a student to be considered for retention.

Guest Lecturers

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

Hall Duty

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

Homework Policy

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

Ineligibility Procedures

All student grades are to be in a current status by 8:00 a.m. each Monday; for use in determining eligibility. Each week's ineligibility list will be emailed out to each 7-12 teacher on Monday morning. Once teachers' have received this email they are to verify that the report is correct for their students and reply back to the email sender by 10:00 a.m. Teachers are responsible to personally contact parents or guardians of all students they have listed on the ineligibility list.

Instructional Materials

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

Inventory

Stamp and number all new books. Bring the Title, Publishing Co., and copyright date to the office on all texts.

Laminator

Any school materials that are laminated will remain property of the school. If you have personal items to laminate, a charge of \$1.00 square foot will be assessed.

Lesson Plans

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

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

Lesson plans for the upcoming week must be posted by 8:00 a.m. on Monday of each week.

Media Center

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

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Nurse

The school nurse is scheduled to be here each school week, from 8:00 a.m. until 1:00 p.m. Monday through Friday. School administrators will call the school nurse for

emergencies, if needed.

Paraeducators

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

Parent-Teacher Communication

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

Parking

~~Students are not to park their cars in the staff lot north of the school building.~~ Students are not to park their cars in the staff lots. The staff lots are located North, South, and East side of the school. Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

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

Planning Time

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

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

PowerSchool

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

Private Tutoring

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

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

Projection Maps

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

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

Students' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class tests, exams, daily work, assignments, etc. This serves as a justification of the final grade in case of dispute between teacher and student, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the student.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

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

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Thursday. On Fridays certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

If teachers are going to be late or need to leave early they must inform their principal of their being late or intent to leave early in writing with the appropriate form.

Attendance is required at all teachers meetings and assemblies.

Do not leave the building during your planning period, unless your principal has been notified.

Sponsors

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

Student Activities

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

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

Student Aides

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

Student Attendance

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

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

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

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

Student Attire

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

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

Student Illness/Injury

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

Student Medication

No staff members other than those trained and the school nurse may dispense medications (prescription or over-the-counter) to students at any time.

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

After receiving the medication, the school employee will put the medication in a location that is locked and secured from students and non-trained personnel.

Student Searches

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

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period.

Teaching Controversial Issues

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

following criteria:

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

Teacher Errands

Teachers are not to send students on errands off school grounds. Teachers should plan ahead and take care of these matters before class. Only teacher aides who have been instructed on use of copiers may use the copy machine.

Textbooks

Classroom teachers will issue textbooks to the students, keeping a record of the number and condition of the book assigned to each student. If the books are new, classroom teachers must make sure the books are stamped (with Sutherland Public Schools) and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Students are to pay for lost or damaged books. Secondary student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

Chapter 1: Hours of Work

CLASSIFIED EMPLOYEE

A classified employee works in one of the following capacities of the district: technology director, secretary, bookkeeper, bus driver, custodian, food service, maintenance or paraprofessional.

LUNCH BREAKS

All full and part-time employees: 30 minutes.

BREAKS

All employees will be prorated according to the number of hours worked per day, i.e., 15 minute break for four hours.

VARIANCE OF WORKING DAY

Employees may have later arrival times, earlier departure times and be permitted to leave the building during the normal work day for personal reasons on an individual basis, when approval is granted by the Superintendent or Principal. If there is a variance of the workday on a permanent basis, such variance must be approved by the Superintendent or Principal. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

COMPENSATORY TIME

Full or part-time classified employees may occasionally be required to work in excess of 40 hours per week. In lieu of overtime compensation, compensatory time off may be granted at a rate of one and one-half (1 ½) hours for each hour of employment for which overtime compensation is required. Compensatory time may accrue to no more than 240 hours per year. Any compensatory time unused, as indicated above, will be paid for at the rate appropriate for full or part-time employees based upon his or her hourly wage. A "Staff Absence Report" will be required for compensatory time to be approved by the Superintendent.

In the event that the employee has accrued time off and terminates his or her employment, or fails to use it within the time specified, then the employee shall be paid for the unused compensatory time at the rate of the average regular rate for the last three years of the employees' employment or the final regular rate received by the employee, whichever is higher.

All employees affected by this policy will sign and return a statement indicating that they understand and agree to this policy.

No overtime will be allowed, unless prior approval is received by the employee from the Superintendent or Principal.

Chapter 2: Conditions of Employment

PERFORMANCE EVALUATION

Either the administrator or supervisor shall endeavor, at least once annually, to evaluate employees under his or her immediate supervision. More than one evaluation may be conducted by the immediate supervisor. If no formal written evaluations are completed by the immediate supervisor, which shall not limit the supervisor or administrator from imposing discipline up to and including termination.

EMPLOYEE DISCIPLINE

Employees may be disciplined by oral reprimand, written reprimand, suspension with pay, suspension without pay or termination. Imposition of discipline is at the sole discretion of the supervisor or administrator and no particular order of discipline (i.e. oral reprimand, then written reprimand, then suspension, etc.) need to be followed.

PROMOTIONS AND VACANCIES

Whenever a permanent job vacancy develops or is expected to develop, the position will be advertised if time allows. Current employees may apply for the position to the Superintendent or Principal in writing. The Superintendent shall have the exclusive right to consider all applicants (employees and non-employees) for a vacancy and to select any one of the applicants or to offer the job to a person who was invited to apply for the position.

Chapter 3: Leave of Absence

DISCRETIONARY LEAVE

The Board may, at its discretion, grant a leave of absence (either with or without salary and/or credit for experience) to any classified employee for any good and sufficient reason.

REGULAR FULL-TIME EMPLOYEES (Working 12 months, 40 hours per week)

Sick Leave:

In the case of absence from work, because of personal illness or accident and in some cases absence due to illness or accident to a family member, an employee shall be allowed full pay for approved absence. Each employee shall be allowed full pay for approved absences for ten (10) days during the year. Any unused days carry over for accumulation, up to 50 days. Classified employees shall not be paid for accrued unused sick leave at the end of the school year or in the event of termination from employment.

Personal Leave:

Each full-time employee shall be granted three days of paid absence each year from his or her duties for personal reasons provided that a three-day notice is given to the superintendent. If the Employee has any accrued, unused personal days remaining at the end of this contract term, or if either party to this contract terminates the employment relationship during or at the conclusion of

the term of this contract, the Employee shall be compensated for any unused personal leave at a rate of \$25 per unused day.

The Board may require a physician's statement substantiating any claim for sick leave.

PARAPROFESSIONALS

Personal Leave:

The paraprofessionals shall be granted three (3) days of paid absence each year from his or her duties for personal reasons provided that a three-day notice is given to the superintendent. If the Employee has any accrued, unused personal days remaining at the end of this contract term, or if either party to this contract terminates the employment relationship during or at the conclusion of the term of this contract, the Employee shall be compensated for any unused personal leave at a rate of \$25 per unused day.

Sick Leave:

In the case of absence from work, because of personal illness or accident and in some cases absence due to illness or accident to a family member, an employee shall be allowed full pay for the approved absence. Each employee shall be allowed full pay for approved absences for eight (8) days during the year. Any unused days carry over for accumulation, up to 3 days. Classified employees shall not be paid for accrued unused sick leave at the end of the school year or in the event of termination from employment.

COOKS AND HIGH SCHOOL & ELEMENTARY SECRETARY

Sick Leave:

In the case of absence from work because of personal illness or accident, and in some cases absence due to illness or accident to a family member, an employee shall be allowed full pay for such absence. Each employee shall be allowed full pay for approved absences for eight (8) days from August 15th thru May 20th. Days do not accumulate. Classified employees shall not be paid for accrued unused sick leave at the end of the school year or in the event of termination from employment.

Personal Leave:

The full-time cooks and high school secretary shall be granted three (3) days of paid absence each year from his or her duties for personal reasons provided that a three-day notice is given to the superintendent. Days do not accumulate. If the Employee has any accrued, unused personal days remaining at the end of this contract term, or if either party to this contract terminates the employment relationship during or at the conclusion of the term of this contract, the Employee shall be compensated for any unused personal leave at a rate of \$25 per unused day. The Board may require a physician's statement substantiating any claim for sick leave.

JURY LEAVE

An employee shall not receive any reduction in pay or be charged with use of leave days for the

period of time the employee is required to be absent from work for jury duty. Any monies received by the employee for jury duty shall be promptly transferred by the employee to the District, except monies paid to reimburse the employee for mileage. An employee who is summoned to jury duty must notify the Superintendent as promptly as possible of such summons, and must keep the Superintendent regularly advised of the anticipated duration of the absence to be caused by the jury duty service.

Chapter 4: Insurance

GROUP HEALTH INSURANCE

A group health insurance plan providing for a schedule of benefits is available for employees that are full time as defined by the ACA(Affordable Care Act). Twelve month employees the district will pay the full monthly cost of single or family coverage. After using all of your leave, you will be responsible for paying for the daily rate of your health insurance premium. The administration will deal with this on an individual basis with extended leaves caused by illness.

Chapter 5: Holidays

HOLIDAYS

The following are paid holidays for full time staff (12 month employees)

- January 1
- Good Friday
- Memorial Day
- July 4
- Labor Day
- Veteran's Day(floating holiday if necessary)
- Thanksgiving
- Christmas Eve
- Christmas

Chapter 6: Vacations

PAID VACATIONS

Regular 12 month full-time employees are granted a two week (10 working days) vacation each year. Vacations are figured on the school fiscal year, September 1 through August 31.

Persons who have been employed for a full year and who leave the employ of the school district before the close of the next fiscal year, shall be entitled to a prorated vacation as follows:

Termination before:

September 30 None

November 30 1 day

January 31 3 days

October 31 None

December 31 2 days

February 29 4 days

March 31

5 days

Persons who terminate in August or after one (1) year shall be given the full ten days vacation, with pay.

Chapter 7: Other Benefits

TAX SHELTERED ANNUITY – 12 MONTH FULL TIME

Board policy allows employees the benefit of payroll deduction toward a selected tax sheltered annuity.

RETIREMENT

Employees working 20 hours or more in a week must participate, as required by law, in the Nebraska School Employees Retirement System. Employees have 9.78% of their salary deducted for State Retirement beginning Sept. 1, 2012. Additional money for the retirement fund is provided by legislative appropriation and mandatory contribution from the school district. (Presently the district contributes 101% of what the employee contributes) The methods for determining retirement benefits are revised periodically by the Nebraska Legislature; therefore, each employee is encouraged to contact the Nebraska Retirement System to verify years of experience and to determine his/her particular benefit. For information please contact: Nebraska Retirement Systems, PO Box 94816, Lincoln, NE 68509. Phone: 800-245-5712. Website: <https://npers.ne.gov/SelfService/index.jsp>

SOCIAL SECURITY

All employees in the Sutherland Public School District participate in the federal Social Security Program, according to rates and conditions required by law.

WORKER'S COMPENSATION

The Sutherland Public School provides, as required by law, worker's compensation insurance on all employees who are injured in completion of their duties. Medical and hospital expenses, as well as loss of time from work are covered at rates determined by the insurance contract.

Chapter 8: Wages

WAGES

Wages will be set in July for the upcoming school year by the Board of Education.

MILEAGE

The rate of reimbursement for mileage shall be the same as the Internal Revenue mileage rate. An employee's use of his or her own vehicle must have prior approval by the Superintendent.

TIME CARDS

All employees are expected to clock in and clock out for their shift using the TMS mobile app or the kiosk available in the custodial room. All employees should clock in and out for lunch (unless prior approval is received from administration). All paraprofessionals taking time off will need to request leave in the Red Rover sub system. All other classified staff will need to document leave in the TMS system.

SECTION TWO | INTERNET USE

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

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

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

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

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

III. Enforcement

A. Methods of Enforcement

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

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

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

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

IV. Off-Duty Personal Use

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

SECTION THREE | TITLE IX

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

SECTION FOUR | SCHOOL CALENDAR

Sutherland Public Schools | 2026 - 2027 School Calendar

AUGUST									JANUARY							
Aug. 7th - 11th: Staff Inservice	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Jan. 1st-3rd: NO SCHOOL Christmas Break	
Aug. 12th: 1st Day of School 1:00 Student Dismissal							1						1	2	Jan. 4th: Teacher Inservice	
Student Days - 14	2	3	4	5	6	7	8	3	4	5	6	7	8	9	Jan. 5th: School Resumes	
Teacher Days - 16	9	10	11	12	13	14	15	10	11	12	13	14	15	16	Student Days - 19	
	16	17	18	19	20	21	22	17	18	19	20	21	22	23	Teacher Days - 20	
	23	24	25	26	27	28	29	24	25	26	27	28	29	30		
	30	31						31								

SEPTEMBER									FEBRUARY							
Sep. 7th: NO SCHOOL Labor Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Feb. 1st: NO SCHOOL PTC 12:00-8:00 PM	
Sep. 8th: No School Teacher Inservice			1	2	3	4	5		1	2	3	4	5	6	Feb. 12th: Teacher Inservice	
	6	7	8	9	10	11	12	7	8	9	10	11	12	13	Feb. 15th: NO SCHOOL	
Student Days - 20	13	14	15	16	17	18	19	14	15	16	17	18	19	20		
Teacher Days - 21	20	21	22	23	24	25	26	21	22	23	24	25	26	27	Student Days - 17	
	27	28	29	30				28							Teacher Days - 19	

OCTOBER									MARCH							
Oct. 5th: NO SCHOOL PTC 12 - 8 PM	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Mar. 10th: 1:00 Student Dismissal End of 3rd Quarter	
Oct. 16th: End of 1st Quarter					1	2	3		1	2	3	4	5	6	Mar. 11th-12th: NO SCHOOL Spring Break	
Oct. 22nd: 1:00 Dismissal Teacher Inservice	4	5	6	7	8	9	10	7	8	9	10	11	12	13	Mar. 26th - 29th: NO SCHOOL Easter Break	
Oct 23rd: NO SCHOOL Fall Break	11	12	13	14	15	16	17	14	15	16	17	18	19	20	Student Days - 18	
Student Days - 20	18	19	20	21	22	23	24	21	22	23	24	25	26	27	Teacher Days - 19	
Teacher Days - 21	25	26	27	28	29	30	31	28	29	30	31					

NOVEMBER									APRIL							
Nov. 6th: NO SCHOOL Teacher Inservice	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Apr. 23rd: NO SCHOOL Teacher Inservice	
Nov. 25th - 27th: NO SCHOOL Thanksgiving Break	1	2	3	4	5	6	7					1	2	3	April 26th: NO SCHOOL	
	8	9	10	11	12	13	14	4	5	6	7	8	9	10	Student Days - 20	
Student Days - 17	15	16	17	18	19	20	21	11	12	13	14	15	16	17	Teacher Days - 21	
Teacher Days - 18	22	23	24	25	26	27	28	18	19	20	21	22	23	24		
	29	30						25	26	27	28	29	30			

DECEMBER									MAY							
Dec. 18th: NO SCHOOL Teacher Inservice End of 1st Semester	S	M	T	W	T	F	S	S	M	T	W	T	F	S	May 8th: Graduation	
Dec. 21st - 31st: NO SCHOOL Christmas Break			1	2	3	4	5							1	May 19th: 11:30 Student Dismissal Last Day for Students	
	6	7	8	9	10	11	12	2	3	4	5	6	7	8	May 20th: Teacher Inservice	
Student Days - 15	13	14	15	16	17	18	19	9	10	11	12	13	14	15	Student Days - 13	
Teacher Days - 16	20	21	22	23	24	25	26	16	17	18	19	20	21	22	Teacher Days - 14	
	27	28	29	30	31			23	24	25	26	27	28	29		
								30	31							

DAY COUNT	LEGEND
Semester One:	
Student Days - 85	No School For Students (Staff Inservice)
Teacher Days - 91	No School (Everyone)
Semester Two:	
Student Days - 87	1:00 Dismissal
Teacher Days - 93	x End Of Quarter
TOTAL: (S) 172 (T) 184	Important Date

SECTION FIVE| TEACHER EVALUATION TOOL



TEACHER/EDUCATIONAL SPECIALIST

SUMMATIVE EVALUATION

District Name: Sutherland Public Schools

TEACHER/SPECIALIST INFORMATION:

Teacher/Specialist Name:

Grade/Subject Area:

School(s):

Evaluator:

Date:

School Year:

☐ Probationary

☐ Permanent

☐ Year 1 ☐ Year 2 ☐ Year 3 (locally determined)

☐ Summative Semester 1 (Ratings required)

☐ Summative

(Ratings required)

☐ Summative Semester 2 (Ratings required)

Part I: Nebraska Effective Practices. Probationary teachers/educational specialists are rated on the Effective Practices each semester based on at least one formal observation for a full instructional period and such other observation data or artifacts as may have been collected. Permanent teachers/specialists are rated on the Effective Practices at the end of the summative year.

EFFECTIVE PRACTICE: (1) Foundational Knowledge. The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.

Evaluator Rating	Description
☐ Exemplary	The teacher demonstrates a current and comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development and achievement.

☐ Proficient	The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.
☐ Basic	The teacher demonstrates limited knowledge of content, pedagogy, students, or standards needed to provide each student with effective opportunities for learning, development and achievement.
☐ Unsatisfactory	The teacher demonstrates a lack of knowledge of content, pedagogy, students, or standards needed to provide each student with effective opportunities for learning, development, and achievement.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (2) Planning and Preparation. The teacher integrates knowledge of content, pedagogy, students, and standards with the established curriculum to set high expectations and develop rigorous instruction for each student that supports the growth of student learning, development, and achievement.	
Evaluator Rating	Description
☐ Exemplary	The teacher purposefully and consistently integrates a comprehensive knowledge of content, pedagogy, students, and standards with the established curriculum to develop units, lessons, and other learning experiences that support the growth of individual student learning, development, and achievement.
☐ Proficient	The teacher consistently integrates knowledge of content, pedagogy, students, and standards with the established curriculum to develop coherent and rigorous units, lessons, and activities that support the growth of student learning, development, and achievement.
☐ Basic	The teacher demonstrates a basic knowledge of content, pedagogy, students, and curriculum standards, but fails to integrate them consistently to develop units, lessons, and learning activities.
☐ Unsatisfactory	The teacher displays a very limited knowledge of content, pedagogy, students, or curriculum standards, and/or fails to develop coherent and rigorous units, lessons, and learning activities.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (3) The Learning Environment. The teacher creates and maintains a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

Evaluator Rating	Description
☐ Exemplary	The teacher creates and consistently maintains an exceptional learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
☐ Proficient	The teacher creates and maintains an effective learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
☐ Basic	The teacher strives to create and maintain a learning environment that fosters positive relationships and promotes active student engagement in learning, development and achievement; however, the results are not consistent.
☐ Unsatisfactory	The teacher fails to create and/or maintain an effective or engaging learning environment.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (4) Instructional Strategies. The teacher uses effective instructional strategies to ensure growth in student achievement.	
Evaluator Rating	Description
☐ Exemplary	The teacher consistently uses highly effective instructional strategies that result in continuous growth in learning for each student.
☐ Proficient	The teacher regularly uses effective instructional strategies to ensure growth in student achievement.
☐ Basic	The teacher strives to use effective instructional strategies to ensure growth in student achievement, but has inconsistent results.
☐ Unsatisfactory	The teacher fails to use effective instructional strategies and growth in student achievement is below expectations.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (5) Assessment. The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.	
Evaluator Rating	Description
☐ Exemplary	The teacher is viewed as an assessment leader for the building/district. He/she consistently and systematically creates and uses multiple methods of formative and summative assessment to measure student progress. The teacher disaggregates data for use in planning, preparing for instruction, and reporting.

☐ Proficient	The teacher consistently and systematically develops and uses multiple methods of formative and summative assessment to measure student progress. The teacher uses assessment results when planning, preparing for instruction, and reporting.
☐ Basic	The teacher has limited understanding of the various methods of assessment, and/or the teacher uses assessment results inconsistently.
☐ Unsatisfactory	The teacher has little or no understanding of assessment methods and uses them inconsistently or incorrectly. Assessment results are ignored or not used appropriately.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (6) Professionalism. The teacher acts as an ethical and responsible member of the professional community.	
Evaluator Rating	Description
☐ Exemplary	The teacher serves as a role model for ethical and responsible behavior and serves as a leader in the professional community.
☐ Proficient	The teacher consistently models ethical and responsible behavior as a member of the professional community.
☐ Basic	The teacher understands ethical and responsible behavior, but is inconsistent in demonstrating a high level of professional practice.
☐ Unsatisfactory	The teacher fails to act in an ethical and/or professional responsible manner.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (7) Vision and Collaboration. The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development and achievement.	
Evaluator Rating	Description
☐ Exemplary	The teacher takes a leadership role in contributing to and promoting the vision of the school and continuously collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
☐ Proficient	The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
☐ Basic	The teacher strives to promote the vision of the school and to collaborate with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement, but with limited or inconsistent results.
☐ Unsatisfactory	The teacher fails to contribute to and promote the vision of the school. The teacher fails to recognize his/her responsibility to collaborate with students, families, colleagues, and the larger community, and to share responsibility for the growth of student learning, development, and achievement.

Comments (Required for Basic or Unsatisfactory rating):

Click here to enter text.

SUMMARY OF EFFECTIVE PRACTICES:**Areas of Strength**

Click here to enter text.

Areas of Development

Click here to enter text.

☐ Plan for Improvement attached (Optional)

☐ Plan for Assistance attached (required for rating “Unsatisfactory” on any of the Effective Practices)

ADMINISTRATIVE RECOMMENDATION

☐ Contract Renewal

☐ Contract Non-Renewal (The ending of a probationary teacher’s employment at the end of the school year.)

☐ Termination (The ending of a permanently certificated teacher’s employment at the end of the school year.)

☐ Cancellation (The ending of either a probationary or permanently certificated teacher’s employment at any time during the school year.)

Teacher/Specialist Signature:

Date:

Evaluator Signature:

Date:

My signature certifies that the evaluation results have been discussed with me. I understand my signature does not necessarily indicate agreement and that I may respond in writing to any issues contained in the evaluation within ten calendar days.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

T



SUTHERLAND ELEMENTARY

STUDENT HANDBOOK 2026-2027



401 WALNUT STREET
POB 217
SUTHERLAND, NE 69165

Phone: (308) 386-4321
Fax: (308) 386-2426

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STAFF DIRECTORY

BOARD OF EDUCATION

Janet Mueller	President
Brandy Buscher	Vice-President
Kyle Stevenson	Secretary
Shad Lantis	Treasurer
Tom Kelly	Member
Eric Peterka	Member

ADMINISTRATION

Brett Webster	Superintendent
BreAhanna McConnell	Secondary Principal
Jason Gunderson	Elementary Principal
Brad Golden	Technology Director

FACULTY

Jane Dye	Preschool
Tiffany Hampton	Kindergarten
Brooke Aden	1st Grade
Kim Schow	2nd Grade
Elizabeth Copeland	3rd Grade
Brandi Anderson	3rd Grade
Shaina Bassett	4/5th Grade
Haley Wurst	4/5th Grade
Jewell Samuelson	4/5th Grade
Denee` Elfeldt	6th Grade
Laura Stauffer	Special Education
Nicole Weiss	Library/Media
Adam Hoatson	Physical Education
Cathy Brunz	K-12 School Counselor
Felicia Patrick	Vocal Music
Jessica Saner	Art
Jennifer Sandberg	Curriculum & Assessment Coordinator/Title I

SUPPORT STAFF

Alisha Morgan	Bookkeeper
Kashia O'Neal	Secondary Secretary
Brittany Paulsen	Elementary Secretary
	Nurse
Lisa Brown	Head Cook
Nicki Brennemann	Assistant Cook
Kathy Christner	Assistant Cook
True Flynn	Assistant Cook
Tyrel Fear	Head Custodian
Micah Lickliter	Custodian
Jasmine Nielson	Custodian

WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return no later than August 21, 2026.

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

Sincerely,

Brett Webster
Superintendent
Sutherland Public Schools

Intent of Handbook

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

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

Notice of Nondiscrimination Policy 3053

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: BreAhanna McConnell at 308-386-4321, BreAhanna.McConnell@spssailors.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: BreAhanna McConnell at 308-386-4321, breahnna.mcconnell@spssailors.org, 401 Walnut Street, Sutherland, NE 69165 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [☰ 3057 Title IX](#)

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Brett Webster at 308-386-4321, Brett.Webster@spsailors.org, 401 Walnut Street, Sutherland, NE 69165, or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent, Brett Webster at 308-386-4321, brett.webster@spssailors.org 401 Walnut Street, Sutherland, NE 69165 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

<i>ANCHORED IN...</i> Perseverance Relationships Integrity Dedication Engagement		<i>Nurturing tomorrow's leaders through innovation, challenge, and accountability within a safe, supportive, and caring community.</i>
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SECTION ONE - BASIC SCHOOL RULES & GENERAL PRACTICES

Assemblies

All students will attend assemblies, unless designated differently by the principal.

Attendance Policy 5001

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5-Year-Old Students

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a

report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Attending a funeral
5. Death or serious illness of the student's family member
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits (Junior and Senior students only)

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 19 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

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

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a half day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement in order to excuse the absence. The statement must be presented to the Principal's office within five days after returning to school

Making Up Absences

When a student receives [10] unexcused absences or the hourly equivalent in any semester, the student may be required to make up those absences through attendance in Summer School. Absences shall be made up at a rate of one hour for each class period missed due to an unexcused absence.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming.

Band

Students may participate in the elementary band and begin taking band lessons in the 6th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students, or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Sutherland Public Schools unless otherwise instructed.

Any individual or entity that writes a check to the school district which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check plus a \$5.00 returned check charge. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Sutherland Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from draft another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

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

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

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying Policy 5054

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

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform <https://tinyurl.com/yd7skj45> to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

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

Cafeteria Rules

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

Candy, Gum and Food

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Cell phones are not permitted in classrooms. Students in grades K–6 are expected to turn off their phones or devices and place them in their backpacks upon entering the building each day. All phones must remain stored in lockers or backpacks in the designated area throughout the school day

- Students may **not** use cell phones or other electronic devices, including airpods and earbuds, while at school, except as permitted in this handbook.
- Students may **not** use cell phones or other electronic devices while they are in locker rooms or restrooms.
- Students must leave their cell phones or other electronic devices in their lockers/backpacks during **all** in-class and instructional time.
- Students may **not** use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the sponsor.
- Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.
- Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student or student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

1st offense

The device is confiscated and turned into the principal. Parents are notified, and students may pick up the device at the conclusion of the school day and will be assigned an after-school detention (served with the principal) that must be completed within the week the phone is confiscated.

All other offenses

If a student violates the cell phone policy, parents will be required to pick up the device, and the student will be assigned detention. Repeated or chronic violations will result in in-school suspension.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a

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

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Classroom Behavior

Sutherland Elementary students are expected to display conduct, which will contribute to a safe and happy school environment. It is important each child exhibit responsibility and demonstrates

self-discipline. The staff will respect students with firmness and fairness. Pride in the school and respect for other people and property is a key concept for all students and staff at Sutherland Elementary School.

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

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

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

Coats and Boots

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

Elementary students may choose to wear over shoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse or principal at (308) 386-4321.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through PowerSchool, Report Cards (upon request), progress reports (upon request), and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing via a phone call or automated text message. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent

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

Complaint Procedure - Refer to Board Policy 2006

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Chain Of Command

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

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

Complaint and Appeal Process.

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

should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the respondent.
 - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.

- d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or coordinator received the complaint
- 4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
- 5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a. When the complaint is about a board policy, not implementation of the policy;
 - b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c. When the board is required by law, policy, or contract to hear a complaint or appeal.
- 6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

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

No Retaliation

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

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

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

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

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

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

Bad Faith or Serial Filings

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

Computer Network Use by Students Policy 5037

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

I. Student Expectations in the Use of the Internet:

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system,

or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.
15. **Students shall not place stickers or decals directly on their laptops.**
There will be a \$5 per sticker or decal that is on the laptop.

II. Enforcement

A. Methods of Enforcement

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

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a) Loss of computer privileges;
 - b) Short-term suspension;
 - c) Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d) Other disciplines as school administration and the school board deem appropriate.

III. Protection of Students

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

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

B. Education About Appropriate On-Line Behavior

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

Conferences

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

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

Copyright and Fair Use

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

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

Damage to School Property

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

Dating Violence Policy 5030

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

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

Detention

The school tries to dismiss children punctually. However, there are times when it becomes necessary to keep them after regular school hours for completion of work, for a behavior conference, or for other important matters. Any student who must stay 1/2 hour or more after school is responsible to notify his/her parents of his/her whereabouts. The child will be allowed to use the phone to do this. If the student cannot stay after school, because he or she rides the bus, the teacher may delay the detention for 24 hours. The school is not responsible for the transportation of any student who has been detained after school.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Jason Gunderson at (308) 386-4321, jason.gunderson@spssailors.org or in person at school. Students who believe they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mrs. BreAhanna McConnell at (308) 386-4321, breahanna.mcconnell@spssailors.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent, Mr. Brett Webster (308)386-4321, brett.webster@spssailors.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff members will follow school district policies to respond to the report.

Dress Code

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Drug Free Schools Policy 3016

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

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

Emergency Contact Information Policy 5023

Parents must complete an emergency information update on PowerSchool annually for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

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

Eye Exams

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

Field Trips

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

First-Aid Policy 5023

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

Food Service Program Policy 3012

<u>Lunch prices:</u>	Grades K-6	\$3.75	<u>Breakfast:</u>	Grades K-12	\$1.85
	Grades 7-12	\$4.00			
Milk:		\$0.60			
Seconds Grades 7-12:		\$1.00			

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student will be required to bring their own lunch.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.85 and adult price will be set in the fall for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$3.75. Lunch for 7-12 lunch is \$4.00 for students and set in the fall for adults. A salad bar is available to all students in K-6th grades. Pop is not allowed to be consumed at lunch.

Milk

All milk served to a student (except the initial carton served with lunch) will cost \$.60 per half pint. The cost of each additional milk will be charged to the student's lunch account.

Kindergarten Snack

The school will offer a milk/snack program to students in kindergarten. Students will receive a carton of milk in the morning during the 1st semester and they will receive a

healthy snack in the afternoon all year long. The cost of the kindergarten snack program is \$75 per year.

Notice of Non-discrimination (USDA)

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

First-Aid

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

Fund-Raising Activities

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

Head Lice

Students found to have live head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities Policy 5048

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

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

Health Services

The school seeks to provide a healthy, wholesome place for the child to learn. Our school has a qualified health nurse who serves the children in grades kindergarten through six. The nurse directs visual and auditory screening programs and treats minor injuries on an emergency basis.

Homebound Instruction

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

Homeless Children and Youth

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

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or

department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Mr. Brett Webster, who may be contacted at (308) 386-4321.

Human Trafficking

If you have information regarding human trafficking, please call the National Human Trafficking Resource Center Hotline at: 1-888-373-7888.

Illness or Injury at school

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

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

Immunizations Policy 5010

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment.

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

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

Initiations and Hazing Policy 5028

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

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

Lost and Found

All lost and found articles are to be taken to the front office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

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

Prescription medication.

- (1) Parents/guardians must provide a physician's written authorization for the administration of the medication.
- (2) Parents/guardians must provide their own written permission for the administration of the medication.
- (3) The medication must be brought to school in the prescription container and must be properly

labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication.

(1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

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

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

MTSS Team

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

Multicultural Education

Multicultural Education broadens students' understanding of the world they live in and will be taught by all educators throughout the year.

Opting Out of Assessments

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

Parental Involvement

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Reading Improvement Student Plan.(IRIP)
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year (Halloween, Christmas and Valentine's Day). Invitations for birthday parties are not to be distributed at school. If a child brings treats on his/her birthday, the last five minutes of the day may be used for passing out treats. Treats must be pre-packaged so nutrition labels can be reviewed prior to distributing to

students. Due to allergies, do not bring anything that contains peanuts or that was processed in a facility that processes peanuts. Parents shall communicate with their student's classroom teacher for the questions regarding birthday and holiday parties.

Passes

Students arriving to school tardy/late must stop in the front office and receive a pink pass prior to going to class.

Personal Items

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

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Elementary students will have PE every day. Students are encouraged to wear shoes to school every day that will allow them to safely and comfortably participate in physical education class. **If a student wears something other than tennis shoes to school, he/she should bring a pair of tennis shoes to quickly change into.** Students do not need to have a pair specifically for school.

Physical Exam

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

Pictures

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

Playground Rules and Recess

THE SAILOR WAY....BE SAFE...BE RESPECTFUL....BE RESPONSIBLE

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

PLAYGROUND EXPECTATIONS "ALWAYS DO YOUR BEST!"		
BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
⚓ Keep hands and feet to yourself ⚓ Use games, equipment & materials appropriately	⚓ Be kind ⚓ Be a good sport by including and inviting others	⚓ Report disturbances, accidents and injuries immediately to staff members on duty ⚓ Put all equipment away ⚓ TRASH – If you SPOT IT, YOU GOT IT

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

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

All students will be expected to participate in the recess activities. A note from the parent requesting that, due to health circumstances, a child remain in the classroom will be expected on a daily basis. Without such a note, the student will participate with the rest of the class.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of the school administration or may initiate contact with the school in connection with a criminal investigation.

The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

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

Retention and Promotion

The Public schools of the district are dedicated to the best total and continuous development of each student enrolled, the professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of administration and staff retention is in the best interest of the students involved. These exceptions will only be made after prior notification, explanation and discussion with the student and their parents in accordance with the procedures established.

Rights of Custodial and Non-Custodial Parents

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

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

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

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

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

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

Secret Organizations

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

School Day

The school day typically begins at 8:00 a.m. and ends at 3:30 p.m Monday -Thursday. Friday's school begins at 8:00 am and ends at 2:30 pm. Students are to leave the school grounds after dismissal. School staff will provide supervision for students inside the school building 30 minutes before the school day begins (7:30) and 15 minutes after the school day ends (3:45). **There will be no supervision provided by the school before or after these times. Parents must arrange for their children to leave school promptly at the end of the day.**

Students are asked to enter and exit through the west doors. For students eating breakfast, the doors will open at 7:30 a.m. Parents must arrange for their children to leave school promptly at the end of the day. The playground will be off limits until 4:00 p.m. All students will be required to go home before they are allowed to play on the playground.

It is required that the parents drop off and pick up all students, kindergarten through 6th grades, on the west side of the school. When dropping off/picking up a child, students should be dropped off/picked up on the west side of Walnut Street and utilize the crossing guards to cross the street. Pulling into the handicap area on the east side of Walnut Street, in front of the school building, will not be allowed. All elementary students should leave the building through the west main entrance at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

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

Smoking and Tobacco Policy 3016

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

Snacks

Many teachers allow students to bring a healthy snack each day to be consumed either in the morning or afternoon. Daily snacks must either be a fruit or vegetable that is washed, cut, and prepared so that a student can easily consume the snack during class time.

Sniffer (Drug) Dogs Policy 3039

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

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

Soiling and Wetting

Occasionally, children do have soiling and wetting accidents. In all grades PK-6, if your child soils or wets his/her clothing, the following are the procedures that Sutherland Schools will follow.

1. If a student soils or wets his/her clothing, the school will provide a place for the student to clean him/herself and change clothes provided by the parent or guardian. If the student cannot clean him/herself, the parent or guardian will be contacted and the parent/guardian is expected to take the student home to clean up and return the student to school. A soiling/wetting incident form will be completed.
2. Students with documented medical or special needs may be exempt from this policy. If needed, a toileting plan will be developed as part of their IEP or 504. The toileting plan will detail who is responsible for the student should there be a soiling or wetting

Sports

Pupils in kindergarten through sixth grade do not participate in any kinds of athletic contests between schools within a school system or between school systems except that elementary school systems having seventh and eighth grade athletics may include sixth grade boys or girls when combined enrollment for seventh and eighth grade becomes fewer than 12 boys or 12 girls and if the governing body has a policy regulating participation for sixth graders. Annual field or play days are excluded from this regulation.

Standardized Testing

Students in grades 3–6 will take the NSCAS state assessment each spring. Students who qualify for the Alternate Assessment will complete it during the same window. All students in grades K–6 will take the NWEA MAP Growth assessment in the fall, winter, and spring to measure academic progress throughout the year. English Language Learners (ELLs) will participate in the

ELPA (English Language Proficiency Assessment) during the state testing window to monitor language development.

Student Fee Policy

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

Definitions:

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

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district’s grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property

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

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

5. Technological Devices.

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

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

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

8. Participation in Summer School or Night School. The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

9. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. Each class will fundraise to earn funds towards their class account.

10. Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge,

the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.

Waiver Policy

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

Voluntary Contributions to Defray Costs.

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

Fund-Raising Activities

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

Student Illness

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

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Records Policy

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

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

Directory Information.

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

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

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

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

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

Non-Directory Information

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

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

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

1. Definitions

1. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
2. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat

assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

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

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

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

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

Transportation Services

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

Transportation to School

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

Bus Regulations

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

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

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

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

c) Records

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

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

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses. (Vans-10 riders only, plus driver).

Video Surveillance and Photographs

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

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration.

Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may

not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students.

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Visitors

All visitors must report to the office upon entering the west entrance to sign in, in order to receive a visitor's pass. Please sign in/out at the office upon entering/exiting the west entrance to the school. Parents are asked to postpone their visits to the school until after the first four weeks. In the spring, three weeks before school closes, visitations will require extraordinary reasons or permission from administrators. Visitations by parents should be kept to an hour and a half in length and cleared 24 hours in advance with the principal.

Students are not allowed to have friends visit during the school day.

Weather-Related School Closing Policy 3013

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on radio stations, social media and local television stations. Parents should assume school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their student's home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

SECTION TWO - ACADEMIC INFORMATION

Extended Learning

At the elementary level, all lessons to be graded should include a due date. Any lessons that are not turned in by the due date will result in a student attending Extended Learning. Extended Learning is held from 3:45-4:15 after school with the assigned teacher on duty.

Students may be assigned to EXTENDED LEARNING for the following reasons:

- a. The student is missing one or more assignments.
- b. The student is failing one or more classes.

The student is required to attend Extended Learning. During Extended Learning, all late assignments must be completed. If the assignment is not completed, the student will continue to attend Extended Learning until all late work is complete. If an assignment is completed prior to 4:15, the student will remain in Extended Learning and complete current assignments or read until 4:15 at which time they will be dismissed. Students must serve a minimum of one day in Extended Learning for a late assignment.

The teacher and student will be responsible for notifying parent(s)/guardian(s) when he/she has a late assignment which will require the student to attend Extended Learning.

A teacher may deviate from this in cases where there are extenuating circumstances and when the parents or student have contacted the teacher ahead of time. The teacher is responsible for notifying parents when a student begins to have late assignments.

Grades

The following grading system will be used in the Elementary:

A (94-100) B (86-93) C (77-85) D (70-76) F (below 70)

Grading will be done quarterly, and report cards will be issued accordingly.

Homework

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

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

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

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Progress reports are sent home with all students at approximately 4 ½ weeks into each grading period.

SECTION THREE - STUDENT DISCIPLINE

General Discipline Philosophy Policy 5035

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

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

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

Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

After School Sessions and Detentions

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

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

- A student who fails to attend an after-school session may be given detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

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

Short-Term Suspension

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

1. Any conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct, OR
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: 100% of the grade can be earned in Kindergarten through 6th grades.

Firearms

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm.

The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms.

The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

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

Consequences - Firearm.

Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

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

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

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

balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes. **The board has determined that the use of synthetic media such as deepfakes may constitute “similar conduct”;**
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as

defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, **including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;**
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically) **including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;**
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food,

liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

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

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

Reporting Requirement to Law Enforcement

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

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;

4. It is a violation of Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of Nebraska Criminal Code that interferes with school purposes.

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

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

1. On the date of the decision, made within 48 hours, to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not

otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

5. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
6. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
7. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
8. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
9. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

GENERAL PROGRESSION OF DISCIPLINE

The information included in this policy is intended to inform students of inappropriate behaviors and consequences. In most circumstances, this list will be an effective guideline and the order of the offenses and consequences will be appropriate. However, by its very nature, this list cannot be complete, and the severity of an infraction may require a consequence more or less severe than the one indicated on the list. Therefore, the administration will judge each infraction individually. When, in its discretion, the administration determines that the severity of an infraction requires a consequence more or less severe than the one indicated on the list, it may deviate from the list and impose the consequence it deems most appropriate.

Students are expected to conform to the rules and regulations of the school as prepared by the administration and approved by the Board of Education.

OFFENSES AND PENALTIES

The infractions of school discipline listed below and on the following pages are grouped into categories according to the seriousness of the offense. The list is not intended to cover all situations and, therefore, all types of infractions may not be included. In all instances, interpretation is left to the individual principal to modify penalties suggested whenever extenuating, aggravating, or rate of occurrence components seem to be present so that both the

student and the educational interests are dealt with in a fair and consistent manner. Any student placed on Out-of-School Suspension, or any student who is recommended for expulsion cannot attend school, take part in any school functions, or be on school property any time during the suspension. Suspensions do not end until the start of the school day the student is next allowed to return for purposes of determining eligibility for activities. “Hazing,” verbal or physical harassment, and sexual harassment will not be tolerated. This applies to both males and females. Students should be aware that teachers are responsible for discipline within their classroom. Students should realize that consequences assigned to students by teachers for inappropriate behavior must be taken care of as assigned.

Pre-K-6 STUDENT BEHAVIOR (GROUP ONE)

OFFENSES

- 1.1 Littering on school grounds or buildings.
- 1.2 Disturbance of class, study hall, cafeteria, school function or while traveling in a school vehicle.
- 1.3 Disrespectful to other students.
- 1.4 Inappropriate behavior.

CONSEQUENCES

- 1.1 First offense – Infraction may include but are not limited to a student/teacher conference, loss of privileges such as recess(es) or classroom duties.
- 1.2 Second offense – Infraction may include but is not limited to a student/teacher conference, loss of privilege, and detention after school.
- 1.3 Third offense – Infraction may include but not limited to a student/parent/teacher conference, loss of privilege, long term detention after school (up to 15 days).
- 1.4 Fourth offense – Infraction may include but are not limited to a parent/principal conference, loss of privilege, in school suspension.
- 1.5 If more offenses occur, consequence 1.4 will be repeated.

For group one offenses the first three offenses will be handled by the classroom teacher or by whoever sees the offense.

Pre-K-6 STUDENT BEHAVIOR (GROUP TWO)

OFFENSES

- 2.1 Truancy and skipping detention.
- 2.2 Cheating or lying.
- 2.3 Using inappropriate language.
- 2.4 Insubordination (disobedience to authority).
- 2.5 Possession of a pocketknife.
- 2.6 Verbal abuse or verbal or written threats.

- 2.7 Personally pushing, shoving, or tripping another student.
- 2.8 Throwing snowballs, sticks, rocks, sand, or any other object with the intent to harm.

CONSEQUENCES

- 2.1 First offense – Infraction may include but is not limited to a teacher/student conference, loss of privileges, notification of parents and detention after school.
- 2.2 Second offense – Infraction may include but is not limited to a principal/student conference, loss of school privileges, long term after school detention (up to 15 days), referral to a behavior intervention strategist, and notification of parents.
- 2.3 Third offense – Infraction may include but is not limited to a parent/principal/teacher/student conference, loss of school privileges and in-school suspension.
- 2.4 Fourth offense – Infractions may include, but not limited to, a parent/student/principal conference, loss of privileges, out-of-school suspension (up to 19 days) or the parent may choose to accompany the student to in-school suspension for half the suspension time.

Pre-K-6 STUDENT BEHAVIOR (GROUP THREE)

OFFENSES

- 3.1 Damages to property. Financial restitution will be required of the student in all cases of damage, defacing or destruction of property. If the damage is over \$100.00, it will be turned over to the appropriate law enforcement agency.
- 3.2 Fighting or causing a fight in school, on school property, or during a school-sponsored activity. A student would not be considered to have violated the policy if the student participated in the fight but does so only in self-defense. (An attempt must be made to avoid a fight to be self-defense.)
- 3.3 Stealing. Depending on the intent and value the consequences may be more severe. Thefts of substantial values k(\$100.00 or more) will be turned over to the proper law enforcement agency.
- 3.4 Use of violence, force, harassment, threat, or any other means, which substantially interferes with school purposes.
- 3.5 Possessing or transmitting sexually explicit material on school property to include but not be limited to “sexting” activities.

CONSEQUENCES

- 3.1 First offense - Infraction may include but are not limited to a parent/principal/teacher/student conference, loss of school privileges, and in-school suspension.
- 3.2 Second offense – Infraction may include but are not limited to parent/principal/teacher conference, loss of school privileges, and short term in-school suspension up to 5 days.
- 3.3 Third offense – Infractions may include but are not limited to parent/principal conference, loss of school privileges, out of school suspension up to 19 days and professional non-school counseling.
- 3.4 Fourth offense – Infractions may include but are not limited to parent/principal/teacher conference, loss of school privileges, out of school suspension up to 19 days or recommendation to superintendent for expulsion.
- 3.5 Fifth offense – If more offenses occur, consequence 3.4 will be repeated.

Pre-K-6 STUDENT BEHAVIOR (GROUP FOUR)

OFFENSES

4.1 Unlawfully possessing, consuming or being under the influence of any drug, narcotic, or alcohol; unlawfully possessing or consuming any “look alike” drug, or drug paraphernalia; or the abuse of over-the-counter drugs at school, at school sponsored events, or prior to attending school or school events.

CONSEQUENCES

4.1 First offense - In-school suspension or out-of-school suspension up to 19 days, notification of parents, notification of law enforcement personnel, recommendation drug/alcohol assessment at the expense of the student or his/her parents, or possible recommendation to superintendent for expulsion.

OPTIONS

5-day suspension

- * The student has been proven to be in violation of a school policy on drug/alcohol use.
- * The student has agreed to a drug alcohol assessment.
- * The student has revealed the source of their chemical to the proper school official after having been informed this information will be passed on to the appropriate law enforcement official for their further handling of the matter. Under no circumstances will a student be told that nothing further will happen to them. Since the matter has been referred to law enforcement officials, the issue is now in their hands and must be dealt with according to their policies and procedures.

10 days suspension

- * A suspension for 10 days is to be made when a student has been proven to have been violating the Sutherland Public School drug and alcohol rules and who has agreed to formal drug and alcohol assessment, but who has refused to reveal the source of the chemical. In other words, a student who has been drinking, but refuses to tell who got the liquor for them, can receive no less than a 10 day suspension, assuming he/she is agreeable to a chemical assessment.

19 day suspension

- * A 19-day suspension is to be given to all students who refuse a chemical assessment or who for severity of infraction or other extenuating reasons do not fall in the first time suspension given for 5 to 10 days.

4.2 Second offense - Notification of law enforcement personnel and possible recommendation to the superintendent for expulsion.

Pre-K-6 STUDENT BEHAVIOR (GROUP FIVE)

OFFENSES

- 5.1 Assault and/or battery on an employee or student of the Sutherland School.
- 5.2 Threatening or causing bodily harm to school personnel or students.

- 5.3 Pulling fire alarms or tampering with the automatic external defibrillator (AED).
- 5.4 Making bomb threat.
- 5.5 Possession of fireworks.
- 5.6 Engaging in any activity forbidden by law which interferes with school purposes.
- 5.7 Verbal abuse, harassment, profanity towards school personnel.
- 5.8 Smoking, chewing tobacco, and or possession of tobacco on school grounds or within the school building or during school sponsored activities.

CONSEQUENCES

5.1 First offense – Out of school suspension up to 19 days, notification of parents, notification of law enforcement personnel, recommendation drug/alcohol assessment at the expense of the student or his/her parents, or possible recommendation to superintendent for expulsion.

Pre-K-6 STUDENT BEHAVIOR (GROUP SIX)

OFFENSES

6.1 Possession of a firearm as defined by section 921 of Title 18, United States Code. Firearms may be possessed by a person receiving instruction and who is under the immediate supervision of an adult instructor. [Ref. 28-1204.04 (1) (a)]

CONSEQUENCES

6.1 Expulsion for a period of not less than one year.

Suspensions and Expulsions: Student Rights

Each student is protected against arbitrary punishment under the Constitutions of both the United States and the State of Nebraska. Nebraska students are further protected under Nebraska State Laws: (“Student Suspension or Expulsion” 79-254 to 79-294)

Students shall receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective educational process. Therefore, a student, prior to being subject to emergency exclusion, short-term or long-term suspensions, expulsions, or mandatory reassignments, will be disciplined in accordance with the Student Discipline Act of 1994. The following is a summary of these procedures:

(1) A school district may expel a student, but may delay the Expulsion for the purpose of giving the student an opportunity for rehabilitation. If the rehabilitation has been satisfactorily completed, the Expulsion may be waived;

(2) If the student is expelled in the last ten days of the 1st semester, the Expulsion may remain in effect through the remainder of the school year, or if a student is expelled in the last ten days of the 2nd semester, the Expulsion may remain in effect through the 1st semester of the following year;

(3) If the student is expelled for the use of a firearm or dangerous weapon during the 1st semester, the Expulsion may be extended for the remainder of the school year. If such behavior occurred in the 2nd semester, the Expulsion may be for the remainder of the 2nd semester and for the 1st semester of the following year;

(4) Any Expulsion that will remain in effect during the 1st semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Officer (examiner) before the beginning of the next school year;

(5) The hearing Officer (Examiner) may invoke the subpoena procedures if he/she deems it necessary;

(6) Written notice of the finding and recommendations of the Hearing Officer (Examiner), and the determination of the Superintendent or his/her designee, shall be made by Certified or Registered Mail;

(7) When one or more students are charged with violating the same rule, and they are charged with acting in concert, and if the facts appear to the Hearing Officer (Examiner) to be substantially the same, a single hearing may be held for such students as a group, if the Hearing Officer (examiner) believes that a single hearing will not prejudice any of the students.

Administration Rights

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Sutherland Discipline Plan and to alter any penalties, as they consider necessary.

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

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

SECTION FOUR: School Wellness

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.

- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

1. Definitions. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, “school day” means the period from the midnight before to 30 minutes after the end of the official school day.
2. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
3. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

4. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
5. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

[Insert Title IX Policy in Entirety.]

Sutherland's Title IX has to be reapproved due to change at semester.

SECTION FIVE - SCHOOL CALENDAR

Sutherland Public Schools | 2025 - 2026 School Calendar

AUGUST							
Aug. 8th: New Staff Inservice Aug. 11th - 12th: Staff Inservice Aug. 13th: First Day of Fall Practice Aug. 13th: 1st Day of School 1:00 Student Dismissal	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

JANUARY							
	S	M	T	W	T	F	S
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Jan. 1st: NO SCHOOL
Christmas Break
Jan. 2nd: Teacher Inservice
Jan. 5th: School Resumes

Teacher Days - 16. Student Days - 13

SEPTEMBER							
Sep. 1st: NO SCHOOL Labor Day Sep. 2nd: NO SCHOOL Teacher Inservice Sep. 25th: 1:00 Student Dismissal PTC 3:00 pm - 8:00 pm Sep. 26th: NO SCHOOL PTC 8:00 am - 12:00 pm	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

Teacher Days - 21 Student Days - 20

FEBRUARY							
	S	M	T	W	T	F	S
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

Feb. 5th: 1:00 Student Dismissal
PTC 3:00 PM - 8:00 PM
Feb. 6th: NO SCHOOL
PTC 8:00 AM -12:00 PM
Feb. 9th: NO SCHOOL
Feb. 20th: NO SCHOOL
State Wrestling
Feb. 23rd: NO SCHOOL
Teacher Inservice

Teacher Days - 21 Student Days - 19

OCTOBER							
Oct. 13th: NO SCHOOL Teacher Inservice Oct. 17th: End of 1st Quarter Oct. 24: NO SCHOOL Fall Break	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

Teacher Days - 18 Student Days - 16

MARCH							
	S	M	T	W	T	F	S
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Mar. 6th: End of 3rd Quarter
Mar. 11: NO SCHOOL
Teacher Inservice
Mar. 12th - 13th: NO SCHOOL
Spring Break

Teacher Days - 22. Student Days - 20

NOVEMBER							
Nov. 3rd: NO SCHOOL Teacher Inservice Nov. 26th - 28th: NO SCHOOL Thanksgiving Break	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

Te

APRIL							
	S	M	T	W	T	F	S
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

Apr. 3rd - 6th: NO SCHOOL
Easter Break
Apr. 24th: NO SCHOOL
Teacher Inservice

Teacher Days - 17 Student Days - 13

DECEMBER							
Dec. 19th: 11:30 Dismissal End of 2nd Quarter Dec. 22th - 31st: NO SCHOOL Christmas Break	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

Teacher Days - 20 Student Days - 19

MAY							
	S	M	T	W	T	F	S
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

May 9th: Graduation
May 15th: 11:30 Student Dismissal
Last Day for Students
May 18th- 20th: Prof. Flex Days

Teacher Days - 15

Student Days - 15

Teacher Days - 11

Student Days - 11.

Flex Days 3

DAY COUNT	LEGEND	
Semester One: Student Days - 84 Teacher Days - 91 Semester Two: Student Days - 87 Teacher Days - 94 TOTAL: (S) 172 (T) 184		No School For Students (Staff Inservice)
		No School (Everyone)
		1:00 Dismissal
		End Of Quarter
		Important Date

SECTION FIVE: FORMS

This section contains forms that students and their parents must complete and return to the school office NO LATER THAN August 22nd, 2025.

.
ALL FORMS ARE AVAILABLE ONLINE

RECEIPT

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

Parents (or guardians) and students are required to sign & return the receipt form below before August 22nd, 2025.

PARENT/STUDENT AGREEMENT

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

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student’s Signature

Date

Parent/Guardian’s Signature

Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent’s Email Address (Optional)

Parent’s Email Address (Optional)

EMERGENCY INFORMATION:

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency Phone

Choice of Doctor

Phone

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

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

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of _____, 20__.

Parent/Guardian

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS

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

(name of the student)

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

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

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

DATED this _____ day of _____, 20__.

Parent/Guardian

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

DATE _____

CHILD'S FULL NAME _____ is under
my care and must take medication which I have prescribed during the school
day.

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

Dosage _____ and
time _____

Date _____ administration _____ of _____ drug _____ is _____ to _____ begin

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug

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

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____
Student Name _____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor _____ Phone #1 _____
Phone # _____
Possible Adverse Reaction: _____

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

DATED this _____ day of _____. 20_____.

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

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

Doctor's Signature _____

July 2026

- **Parent/Student Handbooks:** PK–6 student handbooks have been completed and are ready for distribution.
 - Soiling and Wetting Addition.

Soiling and Wetting

Occasionally, children do have soiling and wetting accidents. In all grades PK-6, if your child soils or wets his/her clothing, the following are the procedures that Sutherland Schools will follow.

1. If a student soils or wets his/her clothing, the school will provide a place for the student to clean him/herself and change clothes provided by the parent or guardian. If the student cannot clean him/herself, the parent or guardian will be contacted and the parent/guardian is expected to take the student home to clean up and return the student to school. A soiling/wetting incident form will be completed.

2. Students with documented medical or special needs may be exempt from this policy. If needed, a toileting plan will be developed as part of their IEP or 504. The toileting plan will detail who is responsible for the student should there be a soiling or wetting

- **Class Rosters & Schedules:** Class rosters and schedules for the 2026–27 school year have been finalized. Teachers will mail welcome letters during the last week of July so that families receive them the first week of August.
- **Kindergarten Round-Up:** Scheduled for **Wednesday, August 5**. This gives incoming kindergarten students a chance to meet their teachers, become familiar with the school, and feel prepared for the first day of school the following week.
- **Back-to-School Night:** Scheduled for **Tuesday, August 11th at 5:30 PM**. This will be a great opportunity for families to visit classrooms and meet teachers before the first day.
- **Enrollment:**
 - K–6: 132 students
 - Preschool: 22 students.

Other Dates:

Admin Days 7/29-7-31

Teacher Inservice 8/7-8/11

Kinder Round-up 8/5

AR Party 8/6

First Day 8/12

Sutherland Public School

Activities Handbook



Rules and Regulations

2026 - 2027

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2026-2027 Activities Sponsors and Coaches

7th Grade Sponsor	Mraz		
8th Grade Sponsor	Stevenson	Track	Mrs. Saner
9 th Grade Sponsor	Kennedy	Assistant Track	Mr. Saner
10th Grade Sponsor	Marquardt	Assistant Track	Gene Stevenson
11th Grade Sponsor	Guenin	Assistant Track	Kennedy
12th Grade Sponsor	Mr. Saner	JH Track	Dyer
Prom Sponsor	Brannan	Assistant JH Track	Mr. Saner
Activities Director	McConnell	Assistant JH Track	Mraz
Assistant AD	Wilson	Assistant JH Track	Kennedy
Football	Wolken	Golf	Proulx
Assistant Football	Sarge	JH Football	Mr. Saner
Assistant Football	Mr. Saner	Assistant Jr. High Football	Dyer
Assistant Football	Kyle Keeling	Assistant Jr. High Football	Hoatson
Volleyball	Kennedy	Jr. High Volleyball	Kershner
Assistant Volleyball	Anderson	Assistant JH Volleyball	Hall
Cross Country	Mraz	JH Boys' Basketball	Spencer Hampton
Assistant Cross Country	_____	Assistant JH Boys' Basketball	Mr. Saner
Boys' Basketball	Webster	JH Girls' Basketball	Dyer
Ast. Boys' Basketball	Mrs. Saner	Assistant JH Girls' Basketball	Hall
Girls' Basketball	Daynee Miller	Student Council	McConnell
Assistant Girls' Basketball	Laurel Huebner	National Honor Society	Brunz
JH/HS Wrestling	Mraz	Speech	Jamerman
Assistant HS Wrestling	Tyrel Wilson	Play Production	Weiss
Assistant JH Wrestling	Saner	Play Production Assistant	Freeze
Girls Wrestling	Einspahr	Quiz Bowl	Dyer
Assistant Girls Wrestling	Aden	FFA	Guenin
JH Music	Freeze	TeamMates	Paulsen
HS Band	Freeze	FBLA	Kennedy
HS Choir	Freeze	JH FPS	Marquardt

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Sutherland Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: BreAhanna McConnell at (308) 386-4426 (phone number), BreAhanna.McConnell@SpsSailors.org (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: BreAhanna McConnell at (308) 386-4426 (phone number), BreAhanna.McConnell@SpsSailors.org (e-mail address) or in person at school.

The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [3000 SERIES - BUSINESS OPERATIONS](#)

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Brett Webster at (308)-386-4426 (phone number), Brett.Webster@SpsSailors.org (e-mail address), 401 Walnut St. Sutherland, NE (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at Brett Webster at (308)-386-4426 (phone number), Brett.Webster@SpsSailors.org (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy **3051** – Nondiscrimination.

Nebraska State Activities Association Rules and Bylaws

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaa-static.s3.amazonaws.com/textfile/yb/c&b.pdf>

SECTION ONE:
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

Sutherland Public School will abide by NSAA eligibility rules. Students will be declared ineligible if they are failing two or more classes for the week that it is run. Eligibility will be based from Monday through Sunday. Ineligible students will not be allowed to attend any school activity besides those for the activity in which they participate where they shall sit on the sidelines. (Athletic Events, Extra-Curricular Competitions, Dances, etc.) Eligibility will start on the 3rd Monday of every quarter.

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

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

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officers on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.:
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed

health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High/Middle School Dances

Junior high/middle school (7-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high sponsors. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and an administrator. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to Sutherland High School students. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and an administrator. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Homecoming and Prom

The Homecoming dance is open to students and guests (under the age of 19) of Sutherland High School.

The Junior/Senior Prom is open to students and guests of Sutherland High School. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation. (Google Classroom + Remind)

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the District's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

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

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school District does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering

BASKETBALL

A player must compete in enough quarters to equal twenty-five percent (25%) of games played on the varsity level.

CROSS COUNTRY

Individuals must score in the top fifty percent (50%) in two (2) Varsity meets.

No athlete will letter unless he/she is in good standing during the season. Good standing will be determined by the activities director and coaches involved at the end of the season.

DRAMA

To receive a letter in drama, students must be present for the entirety of 90 percent of required practices and all performances.

FFA

1. Students must be present at 90% of chapter meetings.
2. Students must be enrolled in an AG Ed class.
3. Students must have the Greenhand FFA degree.
4. Students must have participated at 1 event above the chapter level.

FOOTBALL

A player must compete in enough quarters to equal twenty-five percent (25%) of games played on the varsity level.

GOLF

Compete in fifty percent (50%) of all scheduled varsity meets OR

Have individual score counted toward the team total in four (4) varsity meets OR

Medal in two (2) varsity meets OR

Qualify for the State Meet as an individual.

INSTRUMENTAL AND VOCAL MUSIC

1. Participants must have a current average of 94% or better, and have had a 94% or better for the previous 3 quarters. Criteria for earning an "A" are posted in the music room and/or are available from the instructor.
2. Participants must demonstrate high quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills.
3. Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.
4. Participants who have one "B" in any one of the previous 3 quarters may, at the discretion of the director, be allowed to make up for the "B" by earning 20 points in the fourth quarter. A list of approved activities and corresponding point values is available from the director.
5. Participants with any quarter of a "C" or more than one quarter with a "B" will not be eligible to letter in the activity.

QUIZ BOWL

A participant must compete on the varsity level for 75% of all varsity competitions

OR A participant must be on the varsity team that medals at a varsity quiz bowl meet with four (4) or more teams

OR A participant must be on the varsity team that places in the top five (5) at the district competition.

SHOW CHOIR

- | | |
|--------------|--|
| 100 points | Enrollment in Choir (per semester) |
| 5 points | Each before school rehearsal attended and on time |
| 10/20 points | Each choreography day attended and on time, 10 points for 1/2 day 20 points for full day |
| 25 points | Concert (participation, proper dress attire, arriving on time for warm-up) |
| 25 points | Earn a NCDA Show Choir Gold Trophy |
| 15 points | Perform at NCDA Show Choir, but receive no Gold Trophy |
| 25 points | Place within the top 3 at the Cardinal and Black Show Choir Festival |

15 points	Perform at Cardinal and Black Show Choir Festival, but do not place
25 points	Superior rating at SPVA, or District Music Contest (per event)
15 points	Excellent rating at SPVA, or District Music Contest (per event)
10 points	Best of Association at SPVA
25 points	Attend a show choir clinic, camp, or workshop (per event)
15 points	Song choreographer (per song)

The student must earn 500 points to receive a letter. Points must be earned within that year of Show Choir, no points will be carried over into the next year. Each student is responsible for turning in a sheet verifying that s/he lettered for the year.

SPEECH

The student must medal in the same event in at least two major varsity meets or receive a superior rating in at least 5 varsity meets.

TRACK

Athletes must score in two (2) Varsity meets and complete the season as a participant of the team.

VOLLEYBALL

A player must compete in twenty-five percent (25%) of total possible matches played on the varsity level.

WRESTLING

Athletes must compete in seventy-five percent (75%) of all scheduled varsity meets, complete the season, and/or have the recommendation of the head coach.

Hardship cases and non-lettering seniors will be considered by the coaches for possible recommendation for a letter following the season. No athlete will letter unless he/she is in good standing during the season. Good standing will be determined by the activities director and coaches involved at the end of the season.

Mascot

The official emblem for boys' and girls' athletic teams is the Sailors. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Participation on Other Teams

Quoting NSAA – “Any student who participates on any athletic team other than a team representing his/her school during the season of that particular sport in his/her school becomes ineligible to represent the school in that sport during the remainder of that school year.”

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Scheduling of Practices

Mandatory practices for any extra-curricular activities will not be required any day classes are **not** held, except for approved activities prior to school beginning in the fall. Practices will not be held on days school is dismissed due to inclement weather. An attempt should be made to accommodate students when scheduling practice dates and times.

Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children:

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the coach:

Communication you should expect from your child's coach includes:

- Philosophy of the coach
- Expectations the coach has for your child
- Locations and times of all practices and contests
- Team requirements and expectations
- Procedure should your child be injured
- Discipline that results in the denial of your child's participation

Communication coaches expect from parents:

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations

Appropriate concerns to discuss with coaches:

- The treatment of your child, mentally, and physically
- Ways to help your child improve
- Concerns about your child's behavior
- Injuries or health concerns

Report injuries to the coach immediately! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance from trainers.

Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy

- Play calling
- Other student-athletes (except for reporting activity code violations)

Appropriate procedures for discussing concerns with the coaches:

- Parents should always let the student and the coach work out any issues first before intervening. A goal of all our extracurricular programs is to develop our young people into responsible adults; part of that is being able to deal with adversity, and address any issues head on.
- Call to set up an appointment with the coach.
- Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution).

What should a parent do if the meeting with the coach did not provide satisfactory resolution?

- Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
- At this meeting, an appropriate next step can be determined, if necessary.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities:

Good Sportsmanship-Behavior Expectation of Spectators

Good Sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo” or make disrespectful remarks or gestures toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.

Secret Organizations

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

State Qualification

- a. Recognize the accomplishment
- b. Determine who travels
- c. Message of departure, overnight accommodations, and return times

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the coach or sponsor prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Team Travel

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The

school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Cross County
Football
Golf

Track (boys and girls)
Volleyball
Wrestling (boys and girls)
Dance/Cheer

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Future Business Leaders of America (FBLA)

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty. Ten percent of the Junior and Senior classes will be selected each year. The results of the selection will be announced at an honors convocation.

[Include any other information regarding your specific Honor Society chapter/program as you deem appropriate. The National Association recommends several details be included about your program in the [National Honor Society Handbook](#).]

Student Government

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee.

Speech & Debate Team

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre-type acting events.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

SECTION THREE: CODE OF CONDUCT

All students associated with Sutherland Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnished the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct

Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules

Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct.

Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the

elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.

8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year..

Discipline

Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremonies and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;

9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Prohibition Against Drugs and Alcohol

a. First Offense:

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 90 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precede the end of the 90 days, the remaining days will carry over to the next activity so that the student completes all required 90 days
- iii. The suspension from inter-school competition may be reduced to a period of 40 school days from the date of finding with the completion of a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the Activities' Office. The student is strongly encouraged to comply with the assessment recommendations.
- iv. Self-reporting: A student may reduce the exclusion from the activity by self-reporting to the school administrator or current activity coach/sponsor within the first school day after they have been notified by the Drug Program Administrator (DPA). Self-reporting will reduce the consequence from 90 calendar days to 45 school days.
- v. If the student chooses iii. and iv., the consequence can be reduced to 25 school days.
- vi. **The student must submit to a district administered test and test negative before returning to the activity. The student will return to the random pool.**

b. Second Offense:

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 180 school calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 180 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. The suspension from extra-curricular competition may be reduced to a period of 90 school days from the date of finding with the completion of a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the Activities' Office. The student is strongly encouraged to comply with the assessment recommendations.
- iv. The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation. The student will return to the random pool.
- v. NOTE: If the suspension time for any offense does not expire in the current year, the suspension will resume the following year until fulfilled.

c. Third Offense

- i. The student will be permanently excluded from all extra-curricular competition.

Additional**Violations**

A student who violates the drug or alcohol rule over the third time while attending Sutherland Jr./Sr. High School will be suspended from participating in all extracurricular competitions or performances other than those which credit and/or grades are dependent one calendar school year

Prohibition Against Tobacco

Students are prohibited from possessing, using or transmitting tobacco or nicotine in any form, including fake tobacco and E Cigarettes (Vapes). When there is reasonable cause to believe that a student has violated this rule, the consequences will be as set forth below:

First Violation

A student who violates the tobacco rule for the first time while attending Sutherland Jr./Sr. High School will be suspended from participating in two extracurricular competitions/performances other than those for which credit and/or grades are dependent.

Second Violation

A student who violates the tobacco rule a second time while attending Sutherland Jr./Sr. High School will be suspended from participating in all extracurricular competitions or performances other than those for which credit and/or grades are dependent for 30 school days.

Evaluation, Counseling, and Treatment.

Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's/coach's/sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Discipline Procedures

Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness (“knocked-out”) to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete’s class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.

- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a “CT scan” or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

5068 Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

B. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse is prevalent among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that drug and alcohol use among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

C. Notice. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

D. Drug Testing Coordinator.

- a. The Drug Testing Coordinator shall be the 7-12 School Principal or his or her designee unless otherwise indicated.

E. Extracurricular Activities.

- a. This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district.

F. Students Who Are Required to Submit to Drug Testing

- a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool.
- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a withdrawal from the Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. **A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.**
- e. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:
 - i. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 et seq.
 - ii. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
 - iii. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

G. Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- e. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.

H. Results

- a. The DPA shall notify the student/parent to facilitate the MRO interview after a non-negative test from the initial screening. The DPA will use a secure method to transmit all non-negative test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or her parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone.
- b. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the parent/student of the positive test result. From contact of the DPA the student will have 48 hours to self-report to the administration or their designee. After 48 hours the DPA will notify the DTC or their designee.
- c. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

- d. Negative Tests. Students and their parents will receive verbal or written notice when the student's test result is negative.

I. Consequences for Testing Positive.

- a. Whenever the test results indicate the presence of drugs or there has been a self-report, the Drug Testing Coordinator or designee shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator or designee shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12):

- b. **First Offense:**

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 90 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precede the end of the 90 days, the remaining days will carry over to the next activity so that the student completes all required 90 days
- iii. The suspension from inter-school competition may be reduced to a period of 40 school days from the date of finding with the completion of a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the Activities' Office. The student is strongly encouraged to comply with the assessment recommendations.
- iv. Self-reporting: A student may reduce the exclusion from the activity by self-reporting to the school administrator or current activity coach/sponsor within the first school day after they have been notified by the Drug Program Administrator (DPA). Self-reporting will reduce the consequence from 90 school days to 45 school days.
- v. If the student chooses iii. and iv., the consequence can be reduced to 25 school days.
- vi. **The student must submit to a district administered test and test negative before returning to the activity. The student will return to the random pool.**

- c. **Second Offense:**

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 180 school calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 180 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. The suspension from extra-curricular competition may be reduced to a period of 90 school days from the date of finding with the completion of a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the Activities' Office. The student is strongly encouraged to comply with the assessment recommendations.
- iv. The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation. The student will return to the random pool.
- v. NOTE: If the suspension time for any offense does not expire in the current year, the suspension will resume the following year until fulfilled.

- d. **Third Offense**

- i. The student will be permanently excluded from all extra-curricular competition.

J. Refusal to Test

- a. A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.

K. Tampering

- a. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.
- b. The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

L. Maintenance of Records

- a. All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

M. Appeal.

- a. The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

N. Severability

- a. If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck “sucked in”)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

CONSENT TO PERFORM RANDOM DRUG TESTING

Student Name _____ Grade _____

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in Sutherland Public School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Sutherland Public Schools Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

WITHDRAWAL OF STUDENT FROM ACTIVITY

2025-2026 School Year

I understand that by signing this form I am rescinding my permission for random drug screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at Sutherland Public school district.

Student's Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

SUTHERLAND JH/HS

STUDENT/PARENT HANDBOOK

2026-2027 EDITION



Sutherland, NE 69165
Phone: (308) 386-4426
Fax: (308) 386-2585

Superintendent: Brett Webster
Principal: BreAhnna McConnell
Activities Director: BreAhnna McConnell
Counselor: Cathy Brunz

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STAFF DIRECTORY

BOARD OF EDUCATION

Janet Mueller	President
Brandy Buscher	Vice-President
Kyle Stevenson	Secretary
Shad Lantis	Treasurer
Tom Kelly	Member
Eric Peterka	Member

ADMINISTRATION

Brett Webster	Superintendent
BreAhanna McConnell	Secondary Principal
Jason Gunderson	Elementary Principal
Brad Golden	Technology Director

FACULTY

Nicole Weiss	Media Specialist
Dan Dyer	Mathematics
BoDelle Hall	Resource
Nicole Weiss	English/JH Reading
Bailey Guenin	Agriculture/FCS
Valerie Kershner	Biological Science
Katie Stevenson	Physical Science
Adam Hoatson	Physical Education
Kali Wilson	English
Ryan Mraz	Social Sciences
Dan Wolken	Social Sciences
Heather Marquardt	Mathematics
Jessica Saner	Art
Jesse Saner	Industrial Arts
Cathy Brunz	K-12 School Counselor
Samantha Kennedy	Business
Stacey Brannan	Spanish
Olivia Freeze	Music/Band

SUPPORT STAFF

Alisha Morgan	Bookkeeper
Kashia O'Neal	Secondary Secretary
Brittany Paulsen	Elementary Secretary
Annette Kennedy	Nurse
Lisa Brown	Head Cook
Brennemann	Assistant Cook
RC O'Neal	Head Custodian
Jasmine	Custodian
Tyrel Fear	Transportation Director
Karla Rickett	Para Professional
Yun Wolken	Para Professional
Becky Blagdon	Para Professional

WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return no later than August 22, 2026.

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

Sincerely,

Brett Webster

Superintendent

Sutherland Public Schools

Intent of Handbook

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

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

Notice of Nondiscrimination Policy 3053

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: BreAhanna McConnell at 308-386-4321, BreAhanna.McConnell@spssailors.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: BreAhanna McConnell at 308-386-4321, breahanna.mcconnell@spssailors.org, 401 Walnut Street, Sutherland, NE 69165 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [3057 Title IX](#)

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Brett Webster at 308-386-4321, Brett.Webster@spsailors.org, 401 Walnut Street, Sutherland, NE 69165, or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent, Brett Webster at 308-386-4321, Brett.Webster@spsailors.org, 401 Walnut Street, Sutherland, NE 69165 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

Nurturing tomorrow's leaders through innovation, challenge, and accountability within a safe, supportive, and caring community.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Assemblies

All students will attend assemblies, unless designated differently by the principal

Attendance Policy 5001

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

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

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

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences - Others

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness).
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits (Junior and Senior students only)

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 19 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Making Up Unexcused Absences

If a student accumulates 10 unexcused absences in a specific class period (or the equivalent number of hours) during a semester, they may be required to make up the missed time by attending Summer School.

Absences may be made up at a rate of **1 hour for each class period missed due to an unexcused absence.**

Planned absences

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

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a half day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement in order to excuse the absence. The statement must be presented to the Principal's office within five days after returning to school

Tardiness

A tardy will be recognized as a student arriving after the tardy bell up to 10 minutes after the tardy bell. Any student arriving more than 10 minutes late will be marked absent for the period. A student will be granted three (3) tardies per quarter. The fourth and subsequent tardies will result in the student receiving a detention for each tardy earned. The detentions will be held with the principal. After four tardies to 1st period, the student and parents will be required to meet with the principal to discuss the situation.

After two tardies to 6th period students will lose their open campus privilege for the remainder of the quarter. The third tardy to 6th period will result in loss of open campus privileges for the remainder of the year.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band

Students may participate in the elementary band and begin taking band lessons in the 6th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school

band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Sutherland Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$7 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

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

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of announcements will be posted on the main bulletin board by the high school office.

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

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

Bullying Policy 5054

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform <https://tinyurl.com/yd7skj45> to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

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

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water.
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.

5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
7. Students must treat all personnel with respect.
8. Students will eat lunch at designated lunch tables, then will remain in the area designated by the lunch supervisor, until the bell rings. Students will not be permitted to roam the hallways or visit classrooms until the bell rings.
9. The only doors students will be able to enter and exit through during the lunch period are the main entrance doors. The doors on the high school side will remain closed and locked during the lunch period.
11. Students who violate the above rules will be disciplined accordingly.

Cell Phones and Other Electronic Devices

Cell phones are not permitted in classrooms, cell phones must be stored in lockers or vehicles.

Students may **not** use cell phones or other electronic devices, including airpods and earbuds, while at school, except as permitted in this handbook.

Students **may** use cell phones or other electronic devices in student lockers during passing periods or in the common areas of the school before and after school, so long as they do not create a distraction or a disruption.

Students may **not** use cell phones or other electronic devices while they are in locker rooms or restrooms.

Students must leave their cell phones or other electronic devices in their lockers during **all** in-class and instructional time.

Students may **not** use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the sponsor.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student or student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

1st offense

The device is confiscated and turned into the principal. Parents are notified, and students may pick up the device at the conclusion of the school day and will be assigned an after-school detention (served with the principal) that must be completed within the week the phone is confiscated.

All other offenses

Parents will be required to pick up the device and the student will be assigned to Detention and Focused Study Hall

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

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Artificial Intelligence

As used in this procedure, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI

Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

Sutherland High School recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

- Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
- Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
- If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
- A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
- The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that

endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

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

- arrive to class on time;
- prepare for class with all necessary materials;
- Not infringe of others ability to access his/her education;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the building principal.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through PowerSchool, Report Cards (upon request), progress reports (upon request), and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing via a phone call or automated text message. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other

school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure - Refer to Board Policy 2006

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the respondent.
 - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or coordinator received the complaint
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear

complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

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

- d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation

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

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

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

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

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

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

Bad Faith or Serial Filings

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

Computer Network Use by Students Policy 5037

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

I. Student Expectations in the Use of the Internet:

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.
15. **Students shall not place stickers or decals directly on their laptops. There will be a \$5 per sticker or decal that is on the laptop.**

II. Enforcement

A. Methods of Enforcement

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

B. Consequences for Violation of this Policy

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

The administration retains the right to suspend the student's laptop computer for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the laptop for the remainder of the semester or school year. The 3rd offense will result in the loss of the laptop for a quarter, semester or the rest of the school year.

III. Protection of Students

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

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

B. Education About Appropriate On-Line Behavior

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

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and second semesters, OR as the administration deems necessary.

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

Copyright and Fair Use Policy 3020

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

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

Damage to School Property

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

Dating Violence Policy 5030

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

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

Dances:

Homecoming and Prom Regulations

Every participant will be expected to act appropriately. Conduct of participants will be under the supervision of the sponsor and chaperones. All dances will end at midnight or before, unless such change is allowed by the administration and announced one day prior to the activity. There shall be one or more chaperones, who are faculty members, at all times at every dance or party. If a person from outside Sutherland High School attends a dance or party, they are the responsibility of their host. Sutherland students will be held responsible for the conduct of their guests. The student needs to complete an out of town date sheet, and give it to the office by the designated time. It shall be the responsibility of each class or group sponsoring a social activity to clean up afterwards. At all school dances and parties, students attending that function will remain at that function. Those who leave may not return at a later time. Dates may not attend dances if they are older than **19** years of age. (Unless they are enrolled in Sutherland High School)

Dances: JH Regulations

Every participant will be expected to act appropriately. Conduct of participants will be under the supervision of the sponsor and chaperones. All dances will end at midnight or before, unless such change is allowed by the administration and announced one day prior to the activity. There shall be one or more chaperones, who are faculty members, at all times at every dance or party. It shall be the responsibility of each class or group sponsoring a social activity to clean up afterwards. At all school dances and parties, students attending that function will remain at that function. Those who leave may not return at a later time.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: BreAhanna McConnell at 308-386-4426, Breahanna.McConnell@spssailors.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: BreAhanna McConnell at 308-386-4426, Breahanna.McConnell@spssailors.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Driving and Parking Personal Vehicles Policy 5030

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

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Students driving cars to school will park cars according to school regulations (student designated parking areas) only. Cars will remain parked until the completion of the school day unless the student is leaving for the rest of the day or leaving for an appointment. Unauthorized driving of a vehicle will be considered a Group Three Offense.

Students driving or riding with anyone other than their parents during lunch will receive the consequence for a Group Three Offense.

Students are not permitted in student designated parking lots during the school day, they will not be permitted to sit in or on cars at lunch or be in the parking lots.

Drug Free Schools Policy 3016

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

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

Emergency Contact Information Policy 5023

Parents must complete an emergency information update on PowerSchool annually for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

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

Field Trips

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

First-Aid Policy 5023

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

Food Service Program Policy 3012

<u>Lunch prices:</u>	Grades K-6	\$3.75	<u>Breakfast:</u>	Grades K-12	\$1.85
	Grades 7-12	\$4.00			
Milk:		\$0.60			
Seconds Grades 7-12:		\$1.00			

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-

supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student will be required to bring their own lunch.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410

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

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

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

Food

If students abuse our food policy, such as not picking up trash or making a mess in the hallways, they will not be allowed to bring food into the school before or after school. Lunch must be eaten in the commons, unless approved by sponsors. Food and milk cartons cannot be taken out of the cafeteria except for meetings held by staff members.

Food is not allowed in the classroom or the lockers. If students bring lunch to school it should be in a sack or container and only eaten during lunch.

Drinks – Students may only bring water, which must be in a spill proof container with a lid.

While we have open-campus lunch, students will not be allowed to bring food and drinks back with them into the building. Students will be required to either throw away, drink, or consume their items prior to leaving the cafeteria area. If students are late to class, they will be marked tardy.

Fundraising Activities

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

Head Lice and Nits Policy 5062

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate, will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities Policy 5048

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

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

Homebound or Online Instruction

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

Homeless Children and Youth

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

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Brett Webster, who may be contacted at 308-386-4426.

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for

each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations Policy 5010

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

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

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

Initiations and Hazing Policy 5028

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

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and

may be revoked at any time. **School officials may inspect student lockers without any particularized suspicion or reasonable cause.**

Lost and Found

All lost and found articles are to be taken to the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

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

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

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

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

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulates on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Open Lunch

Sutherland Public Schools has an open lunch policy, meaning that 7-12 students may go off campus to eat lunch but must adhere to school rules during the lunch time. **Open lunch is a privilege afforded to Sutherland JH/HS Students, and therefore may be taken away at any time. Driving or riding with other students is strictly prohibited with the exception of Seniors who may be allowed to drive during the 4th quarter if they have met criteria set by the administration. Students may not be called out to drive during the lunch period.**

Opting Out of Assessments

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

Parental Involvement

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Personal Items

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

Physical Exam

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

Pictures

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

Police Questioning and Apprehension

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

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have

access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam.

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the principal.

Public Displays of Affection

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

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

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

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

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

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

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

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

Secret Organizations

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

School Day

The school day typically begins at 8:05 a.m. and ends at 3:30 p.m Monday - Thursday, and begins at 8:05 a.m. and ends at 2:30 p.m on Friday . Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins (7:45 a.m.) and 15 minutes after the school day ends (3:45 p.m.). **There will be no supervision provided by the school before or after these times. Parents must arrange for their children to leave school promptly at the end of the day.**

Self-Management of Diabetes or Asthma/Anaphylaxis

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

Smoking and Tobacco Policy 3016

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

Sniffer (Drug) Dogs Policy 3039

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

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

Standardized Testing

The NSCAS test is administered annually in grades 3-8 to determine the students' achievement probability for individual success. Tests are administered in April, and the results are sent home.

Student Assistance

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

Student Fee

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

Definitions.

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

Listing of Fees Charged by this District.

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

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

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

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

5. **Technological Devices.**

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

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

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

8. Participation in Summer School or Night School. The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

9. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. Each class will fundraise to earn funds towards their class account.

Waiver Policy

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

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services

and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

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

Student Illness

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

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

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

Student Records Policy

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

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

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

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

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

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

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

Non-Directory Information

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

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

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

Complaints

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

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. To drop and/or add courses, students are to see the School Counselor.

After the third day of the semester, students who insist on dropping a class, except for instances of an extended illness, are to see the School Counselor for a Drop Add slip, and must have the approval of teacher(s), parents, principal, and counselor .

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer

questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;
 - d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Seminar- Early Out Fridays

9-12 Students who meet the following criteria will be dismissed from school on Friday at 2:10. Once dismissed, students are to vacate the building or be with a teacher. They are not allowed to stay at the school for any other reason.

Criteria:

- Passing all classes with a C or higher.
- No Unexcused Tardies
- No Missing Assignments

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

Transportation Services

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

Transportation to School

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

Bus Regulations

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

a. Rules of Conduct on School Vehicles:

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.

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

Consequences

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

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

Records

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

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

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student and route student contact the building principal with written permission. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

Buses will be provided for student transportation on most activity trips. There will be no fee, but students will follow the following regulations:

If bus transportation is provided, students attending this activity as a member of an organization will use this means of transportation. Parents wishing to take their son/daughter may do so if prior approval is secured from the sponsor. Parents who wish to have their son or daughter ride with another adult must get permission to do so from the high school principal's office at least one day prior to the activity.

We feel very strongly about these rules and the consequence for this will be a three (3) day in-school suspension for the first offense. The consequence for the second offense will be short-term out-of-school suspension.

The same rules pertain to going to and returning from said trip. No student will be allowed to drive to or from any activity that he/she is a participant.

Video Surveillance and Photographs

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

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members

of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing Policy 3013

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

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

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

SECTION TWO: ACADEMIC INFORMATION

Advanced Courses

The Sutherland Board of Education recognizes the importance of offering advanced courses which provide academic rigor for students. Advanced courses shall be defined as any course identified annually in the student handbook that exposes the student to additional rigor. To be eligible for valedictorian and salutatorian honors, a student must pass at least five (5) advanced courses during their high school enrollment.

Advanced Courses: College Algebra, College English, Advanced Accounting, College Biology, Chemistry, Anatomy/Physiology, College Personal Finance, and Physics.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

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

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

Extended Learning

Extended Learning is held from 7:30-8:00 before school and 3:35-4:05. This time will be used for targeted interventions and small group instruction with teachers with whom the student needs extra help.

Students may be assigned to EXTENDED LEARNING for the following reasons:

- The student is on the ineligible list.
- Ineligible Students (Failing 2 or more classes) will be assigned to Extended Learning in the morning and after school every day that week until they are passing all of their classes.
- The student is missing one or more assignments.
- The student is failing one or more classes.
- Seniors who are failing classes at any time during the school year may be assigned to Extended Learning to ensure requirements are completed for graduation.

Grading System

The following grading system will be used in the Junior-Senior High School:

Sutherland Junior-Senior High School Grading System				
A	B	C	D	F
93-100	85-92	77-84	70-76	Below 70

When it is necessary to convert percentage grades to a 4 point-system the following conversion table will be used:

%	GPA	%	GPA	%	GPA
93-100	4.0	84	2.9	77	2.0
92	3.9	83	2.8	76	1.9
91	3.8	82	2.7	75	1.8
90	3.7	81	2.5	74	1.7
89	3.6	80	2.4	73	1.5
88	3.5	79	2.3	72	1.4
87	3.4	78	2.2	71	1.3
86	3.3	77	2.0	70	1.0
85	3.0	76	1.9	< 70	0.0

COLLEGE CONVERSION CHART (FOR DUAL CREDIT COURSES)

College Grade	SHS Conversion	
A +	100	4.0
A	99	4.0
B +	97	4.0
B	92	3.9
C +	91	3.8
C	84	2.9
D +	83	2.8
D	77	2.0
F	0	0

Grading will be done each semester and report cards will be issued accordingly.

Parent-Teacher Conferences will be held during the first nine-weeks and thereafter as deemed necessary by the administration.

Progress reports will be sent via text and phone call to the parents of students with a D or failing grade in grades 7-12 at the end of the third week of each nine-week grading period and weekly thereafter.

Failure of any classes in grade 7 or 8 may be cause for your case to be considered for retention.

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

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

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

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Graduation Requirements

SUBJECT AREA	REQUIRED CREDITS
English (Language Arts)	40 credits
Math	30 credits
Science	30 credits
Social Studies	30 credits (must include Government)
Physical Education/Health	10 credits

Fine Arts	10 credits
Personal Finance	10 credits
World Language	10 credits
Foundations of Computer Science	5 credits
Electives	75 credits
Required total credits	250

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

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

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

High Ability Learner

Students who wish to be considered a High Ability Learner must score in the 95th percentile on the MAPS Reading or Math assessments, NSCAS assessments, or equivalent.

Homework

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

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

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

Honor Roll

HIGH HONOR ROLL

Students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language, and computer science, with a 93% or better in all courses.

HONOR ROLL

Students who earn a semester academic average of 90% or better with all A or B letter grades

Mid-Term Graduation

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

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

Report Cards

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

National Honor Society

Students are eligible for NHS after their second semester sophomore year if they have a cumulative GPA of 90% or higher. This is the SCHOLARSHIP portion of the 5 tenets of the NHS. After the initial eligibility there is an application process that bases its decisions from the other 4 tenants. CITIZENSHIP (school activities), SERVICE (community and volunteer service), LEADERSHIP, and CHARACTER (rubric filled out by staff and coaches). Each of the 5 tenets are worth 100 points and a student must have a total of 400 + to be considered for induction.

Promotion/Retention

In order for seventh- and eighth-grade students to be promoted to the next grade level, a minimum of three out of four core academic courses (English, Social Studies, Math, Science) must be passed for both semesters. Students who have not met requirements will be expected to earn credit through approved summer classes). If all work is not completed according to the expectation of the teacher and administration before June 15th, the student will not be promoted to the next grade level.

Senior Graduation

Students will not be able to go through the graduation ceremony unless they have met 100% of their graduation requirements or by administrative approval.

If it is determined that a senior skip day has been taken, the privilege of being dismissed early from school the week of graduation, may be denied on an individual or group level.

Senior photos are used in our yearbook and sent to the local media to highlight graduates of Sutherland Public Schools. Photos must be an individual photo including only the senior.

All required work must be completed on the Wednesday prior to graduation at 4pm in order to attend the graduation ceremony. All required work must be completed by June 15 in order to earn a diploma. If a

diploma is not earned by June 15 the student may attend school the following semester to earn their high school diploma.

Standardized and Semester Testing

The NWEA MAPS Test is administered annually in grades K-11 to determine the students' achievement probability for individual success.

Student Assistance Policy 5067

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

SECTION THREE STUDENT DISCIPLINE

General Discipline Philosophy Policy 5035

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

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

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

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as

grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

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

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

After School Sessions and Detentions

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

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

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

Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Focused Study Hall

The building administrator may require a student to attend Focused Study Hall for 3 hours after school.. Focused Study Hall is held on 1:00 student release days from 1:00 PM to 4:00 PM. Focused Study Hall is held on normal student release days from 4:00 PM to 7:00 PM. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Focused Study Hall rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

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

Short-Term Suspension

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

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct OR
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

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

the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school

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

Firearms

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

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

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the

initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes. **The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";**
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, **including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;**
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), **including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;**
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the

organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;

- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

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

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

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

1. On the date of the decision, made within 48 hours, to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - h. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
5. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
6. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
7. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
8. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
9. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

GENERAL PROGRESSION OF DISCIPLINE

The information included in this policy is intended to inform students of inappropriate behavior and its consequences. In most circumstances, this list will be an effective guideline and the order of the offenses and consequences will be appropriate. However, by its very nature, this list cannot be complete and the

severity of an infraction may require a consequence more or less severe than the one indicated on the list. Therefore, the administration will judge each infraction individually. When, in its discretion, the administration determines that the severity of an infraction requires a consequence more or less severe than the one indicated on the list, it may deviate from the list and impose the consequence it deems most appropriate.

Students are expected to conform to the rules and regulations of the school as prepared by the administration and approved by the Board of Education.

OFFENSES AND PENALTIES

The infractions of school discipline listed below and on the following pages are grouped into categories according to the seriousness of the offense. The list is not intended to cover all situations and, therefore, all types of infractions may not be included. In all instances, interpretation is left to the individual principal to modify penalties suggested whenever extenuating, aggravating, or rate of occurrence components seem to be present so that both the student and the educational interests are dealt with in a fair and consistent manner. Any student placed on Out-of-School Suspension, or any student who is recommended for expulsion cannot attend school, take part in any school functions, or be on school property any time during the suspension. Suspensions do not end until the start of the school day the student is next allowed to return for purposes of determining eligibility for activities. "Hazing," verbal or physical harassment, and sexual harassment will not be tolerated. This applies to both males and females. Students should be aware that teachers are responsible for discipline within their classroom. Students should realize that consequences assigned to students by teachers for inappropriate behavior must be taken care of as assigned.

GROUP 1

Offenses

- 1.1 Being in restricted areas of building or grounds without permission
- 1.2 Littering school grounds or building
- 1.3 Improper care or deliberate damage to books or school property
- 1.4 Violation of dress code
- 1.5 Inappropriate display of affection
- 1.6 Use or possession of nuisance items, i.e., laser pointers

Penalties

- 1.1 First Offense – Student/Staff conference; parents may be notified.
- 1.2 Second Offense - Detention before or after school and parent notification
- 1.3 Third Offense – Detention or In School Suspension or referral to 3.8

GROUP 2

Offenses

- 2.1 Improper care, deliberate defacing, damage to, or unauthorized use of school personal property.
- 2.2 Truancy, unexcused absences, and not reporting for detention periods.
- 2.3 Harassment, Nonsexual (Physical, Verbal or Psychological)
- 2.4 Disturbance of class, cafeteria, assembly, hallway, or school function.

- 2.5 Pushing, shoving or tripping another student.
- 2.6 Unauthorized use of school notices or reports.
- 2.7 Defiance or Disrespect of staff/personnel authority
- 2.8 Use of inappropriate language or gestures.
- 2.9 Inappropriate use of computers

Penalties

- 2.1 First Offense - Detention or In School Suspension - Parent notification
- 2.2 Second Offense - Detention or In School Suspension - Parent notification
- 2.3 Successive Offenses – In School Suspension and/or referral to 3.8

GROUP 3

Offenses

- 3.2 Damage to property (private or school) of substantial value.
 - 3.3 Verbal or written threats. (student to student)
 - 3.4 Threat to obtain money or anything of value; theft or attempted theft.
 - 3.5 Use of inappropriate language, comments, or gestures directed to school personnel or intimidating / threatening to harm school personnel.
 - 3.6 Harassment, sexual
 - 3.7 Excessive and/or repeated defiance of school personnel.
 - 3.8 Substantial interference with school purpose or willful disobedience, or repeated violations of rules and regulations of group 1 and 2 of this handbook.
 - 3.9 Use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products of electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product.
 - 3.10 If any camera or electronic device is used on school property to produce or transmit pictures or messages for the purpose to intimidate, embarrass, or harass any person (staff, student, or otherwise), consequences may range from confiscation of the device to suspension or expulsion and possible law enforcement contact if circumstances warrant.
- Any Student who records and posts video of activities within the school is subject to level three disciplinary action.

Penalties

3.1 First Offense - Notification of parents and possible immediate short term in or out of school suspension (1-5 Days). Notification to the police department if in violation of laws. Financial restitution may be required. Throwing food in the cafeteria may result in immediate suspension for a minimum of 3 days and restriction from the cafeteria for up to 9 weeks. If this violation occurs during the fourth quarter of school, this restriction from the cafeteria will carry over to the first quarter of the following school year, whether the student attends middle school or high school. During this restriction from the cafeteria, the student will have the following options:

- purchasing a sack lunch from the cafeteria,
- bringing a sack lunch from home. Sack lunches will be consumed in an assigned area.

3.2 Second Offense - Notification of parents. Possible Long-term suspension (6-19 days) and possible referral to superintendent for expulsion.

GROUP 4

Offenses

4.1 Possessing, consuming, or being under the influence of any drug, narcotic, alcohol, inhalants, “look-alike” drugs. Possession of drug paraphernalia is also prohibited.

Penalties

First Offense - Out-of-School Suspension for up to 19 days, notification of parents, notification of law enforcement personnel, recommendation for drug/alcohol assessment at the expense of the student or his/her parents, possible recommendation of attendance in a class on drug/alcohol use, and/or possible recommendation to the Board of Education for Expulsion.

Any student holding a position as class officer will be removed from that position should he/she commit a Group 4 and/or 5 violation. Other organizations will deal with this situation according to their constitutions.

Intervention Option: 5 Day Suspension: A suspension for 5 days is to be made when a student has been proven to have been in violation of the SPS drug and alcohol rules.

The student and family participate in a **drug and alcohol assessment** at their own expense prior to the student's re-admission to classes. The assessment shall be provided at a state approved alcohol/drug agency and conducted by a certified alcoholism/drug abuse counselor. Any and all days missed will be counted toward the school's attendance policy.

The student and parents agree to follow the counselor's recommendations satisfactorily. The school requires written confirmation that an assessment has been made. The following agencies could be utilized:

Center for Psychological Services - Kearney

Richard Young Hospital - Kearney Lutheran Family Services - North Platte South Central Behavioral Services - Kearney

Students will be expected to complete school work in which the teachers feel is appropriate during suspension and expulsion periods.

Under no circumstances will a student be told that nothing further will happen to him/her. Since the matter has been referred to law enforcement officials, the issue is now in their hands and must be dealt with according to the policies and procedures of the law enforcement authorities.

10 Day Suspension: A minimum of a 10-Day suspension is to be given to all students who refuse to enroll in a chemical assessment, alcohol and drug education class or who, for the severity of the infraction or other extenuating reasons, do not fall into the first-time suspension given for 5 days.

4.2 Second Offense - Notification of law enforcement authorities, up to a 19 day out-of- school suspension, and/or possible recommendation to the Board of Education for Expulsion

Intervention option: The Board of Education will give the student or parents an option to expulsion that would be a **mandatory alcohol/drug rehabilitation program** acceptable by the school administrators.

This program will be at the parent's expense. This rehabilitation shall be provided at a state approved alcohol/drug agency and conducted by a certified alcohol/drug abuse counselor. The student and family agree to follow the counselor's recommendations satisfactorily. The school requires written confirmation that rehabilitation is in progress and a program will be initiated for the student.

The intervention option would include a 10 day out of school suspension and will require (8) weeks of exclusion from activities. This discipline may be applied concurrently with the approved rehabilitation services.

4.3 Third offense: Expulsion Intervention option: None

All state statutes regarding student expulsion and suspension will be enforced. The Board of Education's protection from liability will be extended to all staff to the extent that they act in accordance with this policy and observe the procedures consistent with it established within their respective buildings.

Each alcohol or drug violation incurred by a student K-8 shall be counted as an offense and will be kept on record through the student's grade school and middle school history. Another and separate record will commence when the student enters the 9th grade, and each violation occurring from the 9th grade forward shall be counted as an offense and shall be kept on record throughout the student's 9th through 12th year school history.

GROUP 5

Offenses

- 5.1 Assault and/or battery on school personnel
- 5.2 Making a bomb threat or pulling a fire alarm
- 5.3 Use of violence, force, coercion, threat, or substantial interference with school purposes
- 5.4 Possessing or handling a weapon or look alike weapon
- 5.5 Engaging in any activity forbidden by law which interferes with school purpose

Penalties

5.1 First Offense - Automatic suspension pending Expulsion action by the Board of Education and notification of the appropriate law enforcement authorities. The Fire Marshall will be notified of violations involving the fire alarms.

Any student holding a position as a class officer will be removed from that position should he/she commit a Group 4 and/or 5 violation. Other organizations will deal with this situation according to their constitutions.

Suspensions and Expulsions: Student Rights

Each student is protected against arbitrary punishment under the Constitutions of both the United States and the State of Nebraska. Nebraska students are further protected under Nebraska State Laws: ("Student Suspension or Expulsion" 79-254 to 79-294)

Students shall receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective educational process. Therefore, a student, prior to being subject to emergency exclusion, short-term or long-term suspensions, expulsions, or mandatory reassignments, will be disciplined in accordance with the Student Discipline Act of 1994. The following is a summary of these procedures:

- (1) A school district may expel a student, but may delay the Expulsion for the purpose of giving the student an opportunity for rehabilitation. If the rehabilitation has been satisfactorily completed, the Expulsion may be waived;
- (2) If the student is expelled in the last ten days of the 1st semester, the Expulsion may remain in effect through the remainder of the school year, or if a student is expelled in the last ten days of the 2nd semester, the Expulsion may remain in effect through the 1st semester of the following year;
- (3) If the student is expelled for the use of a firearm or dangerous weapon during the 1st semester, the Expulsion may be extended for the remainder of the school year. If such behavior occurred in the 2nd semester, the Expulsion may be for the remainder of the 2nd semester and for the 1st semester of the following year;
- (4) Any Expulsion that will remain in effect during the 1st semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Officer (examiner) before the beginning of the next school year;
- (5) The hearing Officer (Examiner) may invoke the subpoena procedures if he/she deems it necessary;
- (6) Written notice of the finding and recommendations of the Hearing Officer (Examiner), and the determination of the Superintendent or his/her designee, shall be made by Certified or Registered Mail;
- (7) When one or more students are charged with violating the same rule, and they are charged with acting in concert, and if the facts appear to the Hearing Officer (Examiner) to be substantially the same, a single hearing may be held for such students as a group, if the Hearing Officer (examiner) believes that a single hearing will not prejudice any of the students.

Administration Rights

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Sutherland Discipline Plan and to alter any penalties, as they consider necessary.

SECTION FOUR: School Wellness

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

- i. USDA National School Lunch and School Breakfast nutrition standards.
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, “school day” means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

1. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

2. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

3. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

Title IX

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck “sucked in”)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

SCHOOL CALENDAR

Sutherland Public Schools | 2026 - 2027 School Calendar

AUGUST		JANUARY	
Aug. 7th - 11th: Staff Inservice Aug. 12th: 1st Day of School 1:00 Student Dismissal		Jan. 1st-3rd: NO SCHOOL Christmas Break Jan. 4th: Teacher Inservice Jan. 5th: School Resumes	
Student Days - 14 Teacher Days - 16		Student Days - 19 Teacher Days - 20	
SEPTEMBER		FEBRUARY	
Sep. 7th: NO SCHOOL Labor Day Sep. 8th: No School Teacher Inservice		Feb. 1st: NO SCHOOL PTC 12:00-8:00 PM Feb. 12th: Teacher Inservice Feb. 15th: NO SCHOOL	
Student Days - 20 Teacher Days - 21		Student Days - 17 Teacher Days - 19	
OCTOBER		MARCH	
Oct. 5th: NO SCHOOL PTC 12 - 8 PM Oct. 16th: End of 1st Quarter Oct. 22nd: 1:00 Dismissal Teacher Inservice Oct 23rd: NO SCHOOL Fall Break		Mar. 10th: 1:00 Student Dismissal End of 3rd Quarter Mar. 11th -12th: NO SCHOOL Spring Break Mar. 26th - 29th: NO SCHOOL Easter Break	
Student Days - 20 Teacher Days - 21		Student Days - 18 Teacher Days - 19	
NOVEMBER		APRIL	
Nov. 6th: NO SCHOOL Teacher Inservice Nov. 25th - 27th: NO SCHOOL Thanksgiving Break		Apr. 16th: NO SCHOOL Teacher Inservice April 19th: NO SCHOOL	
Student Days - 17 Teacher Days - 18		Student Days - 20 Teacher Days - 21	
DECEMBER		MAY	
Dec. 18th: NO SCHOOL Teacher Inservice Dec. 21st - 31st: NO SCHOOL Christmas Break		May 8th: Graduation May 19th: 11:30 Student Dismissal Last Day for Students May 20th: Teacher Inservice	
Student Days - 15 Teacher Days - 16		Student Days - 13 Teacher Days - 14	
DAY COUNT		LEGEND	
Semester One:		No School For Students (Staff Inservice)	
Student Days - 85		No School (Everyone)	
Teacher Days - 91		1:00 Dismissal	
Semester Two:		x End Of Quarter	
Student Days - 87		Important Date	
Teacher Days - 93			
TOTAL - 172 Student Days			

SECTION FIVE: FORMS

This section contains forms that students and their parents must complete and return to the school office
NO LATER THAN August 22nd, 2025.

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ALL FORMS ARE AVAILABLE ONLINE

RECEIPT

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

Parents (or guardians) and students are required to sign & return the receipt form below before August 22nd, 2025.

PARENT/STUDENT AGREEMENT

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

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student’s Signature

Date

Parent/Guardian’s Signature Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent’s Email Address (Optional)

Parent’s Email Address (Optional)

EMERGENCY INFORMATION:

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

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

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

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

_____.
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of _____, 20__.

Parent/Guardian

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

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

_____.
(name of the student)

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

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

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

DATED this _____ day of _____, 20__.

Parent/Guardian

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

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

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

Dosage and time _____

Date _____ administration _____ of _____ drug _____ is _____ to _____ begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

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

Name of Physician and Designee _____

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____
Student Name _____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor _____ Phone #1 _____
Phone # _____
Possible Adverse Reaction: _____

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

DATED this _____ day of _____, 20____.

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

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

Doctor's Signature

Sutherland Junior-Senior High School Grading System				
A	B	C	D	F
93-100	85-92	77-84	70-76	Below 70

PERCENTAGE GRADES TO 4 POINT-SYSTEM CONVERSION

%	GPA	%	GPA	%	GPA
93-100	4.0	84	2.9	75	1.9
92	3.9	83	2.8	74	1.8
91	3.8	82	2.7	73	1.7
90	3.7	81	2.6	72	1.
89	3.6	80	2.5	71	1.4
88	3.5	79	2.4	70	1.0
87	3.4	78	2.3	≤ 69	0.0
86	3.3	77	2.1		
85	3.0	76	2.0		

COLLEGE CONVERSION CHART (FOR DUAL CREDIT COURSES)

COLLEGE GRADE	SHS CONVERSION	
A +	100	4.0
A	99	4.0
B +	97	4.0
B	92	3.9
C +	91	3.8
C	84	2.9
D +	83	2.8
D	77	2.0
F	0	0

The following grading system will be used in the Junior-Senior High School:

A (94-100) B (86-93) C (77-85) D (70-76) F (Below 70)

PERCENTAGE GRADES TO 4 POINT-SYSTEM CONVERSION

95-100	4.0	87	3.2	78	2.2
94	3.9	86	3.0	77	2.0
93	3.8	85	2.9	76	1.9
92	3.7	84	2.8	75	1.8
91	3.6	83	2.7	74	1.7
90	3.5	82	2.6	73	1.5
89	3.4	81	2.5	72	1.4
88	3.3	80	2.4	71	1.3
		79	2.3	70	1.0

COLLEGE CONVERSION CHART (FOR DUAL CREDIT COURSES)

College Letter Grade	High School Percentage	High School GPA Points
A +	100	4.0
A	99	4.0
A -	98	4.0
B +	97	4.0
B	94	3.9
B -	90	3.5
C +	89	3.4
C	85	2.9
C -	81	2.5
D +	80	2.4
D	77	2.0
D -	74	1.7
F	0	0

GROW YOUR OWN: HUMAN SCIENCE & EDUCATION COURSES & CTSO

COURSE #090123: LIFESPAN DEVELOPMENT

This introductory course examines physical, intellectual, emotional, and social development across the lifespan. Students explore developmental theories, external influences, and the impact of family, social, and technological factors.

COURSE #350001: TEACHING AS A PROFESSION

This introductory course explores career opportunities and foundational skills in education and training. Students examine the history and philosophy of education, roles of educators, instructional practices, diversity, learner development, and professional growth.

COURSE #350002: BEST PRACTICES IN EDUCATION AND TRAINING WITH WBL

This intermediate course builds on introductory concepts and focuses on best practices in instruction, assessment, differentiation, communication, and lesson planning. Students will apply their learning through a structured, hands-on experience in an educational setting.

COURSE #350003: EDUCATION AND TRAINING PRACTICUM WITH WBL

This capstone course builds on prior learning and focuses on ethics, instructional strategies, equity, and inclusive communication. Students apply their skills through a structured practicum in an educational setting with an emphasis on improving instruction.

CURRICULUM

Aligned to

- NE CTE Standards for Education and Training
- NE Career Readiness Standards
- Wayne State College Course Outcomes
- InTASC Model Core Teaching Standards Embedded Throughout
- Work Based Learning (WBL) Experiences
- Educators Rising Competitions Embedded as Evidence of Learning

FLEXIBLE PROGRAMMING

- Courses in Canvas provide online, hybrid, or in-person options
- Teachers with a secondary endorsement may be the Lead Teacher

BENEFITS

- Students can earn up to 12 college credits if offered as dual credit (WSC partnership already established)
- Teacher Institutes and Student Kick-Off events provide guidance and resources for successful program implementation

Finance Report

		Monthly Exp./Rev.		Last Year Bal.
General Fund				
Balance	6/1/2026	\$4,334,710.29	6/1/2025	\$4,149,394.72
Monthly Receipts		\$413,776.49		\$331,046.77
Payroll		\$365,918.52		\$377,385.96
Expenditures		\$101,475.44		\$61,720.19
Balance as of	7/1/2026	\$4,281,092.82	7/1/2025	\$4,041,335.34
Building Fund				
Balance	6/1/2026	\$854,572.81	6/1/2025	\$679,572.24
Monthly Receipts		\$11,323.60		\$5,999.50
Expenditures		\$0.00		\$0.00
Balance as of	7/1/2026	\$865,896.41	7/1/2025	\$685,571.74
QCPUF				
Balance	6/1/2026	\$508,505.86	6/1/2026	\$0.00
Monthly Receipts		\$374.93		\$0.00
Expenditures		\$0.00		\$0.00
Balance as of	7/1/2026	\$508,880.79	7/1/2026	\$0.00
Hot Lunch Fund				
Balance	6/1/2026	\$9,964.95	6/1/2026	\$17,646.29
Monthly Receipts		\$477.70		\$630.07
Expenditures		\$8,069.60		\$11,952.53
Balance as of	7/1/2026	\$2,373.05	7/1/2026	\$6,323.83
Depreciation				
Balance	6/1/2026	\$1,062,060.27	6/1/2026	\$883,085.44
Revenue		\$2,026.72		\$1,813.95
Expense		\$98,869.00		\$0.00
Balance	7/1/2026	\$965,217.99	7/1/2026	\$884,899.39
Activity				
Balance	6/1/2026	\$108,611.06		
Revenue		\$8,601.45		
Expense		\$26,855.81		
Balance	7/1/2026	\$90,356.70		
Revolving Business				
Balance	6/1/2026	\$65,901.11		
Revenue		\$43,037.84		
Expense		\$44,908.13		
Balance	7/1/2026	\$64,030.82		
Employee Benefit				
Balance	6/1/2026	\$38,247.13		
Revenue		\$29.31		
Expense		\$0.00		
Balance	7/1/2026	\$38,276.44		

MONTH	EXPENDITURES		TOTAL		LEFT TO SPEND	
			EXPENDITURES		MONTHLY	
September	Gen.	\$ 583,240.19	\$	583,240.19	\$	594,697.76
	Sped.	\$ 46,515.12	\$	46,515.12	\$	66,973.17
October	Gen.	\$ 435,168.67	\$	1,018,408.86	\$	650,399.61
	Sped.	\$ 67,993.79	\$	114,508.91	\$	73,475.11
November	Gen.	\$ 425,371.99	\$	1,443,780.85	\$	675,402.68
	Sped.	\$ 82,530.79	\$	197,039.70	\$	72,468.92
December	Gen.	\$ 408,170.44	\$	1,851,951.29	\$	708,806.71
	Sped.	\$ 69,679.94	\$	266,719.64	\$	72,817.55
January	Gen.	\$ 406,254.59	\$	2,258,205.88	\$	752,025.48
	Sped.	\$ 63,171.42	\$	329,891.06	\$	74,195.56
February	Gen.	\$ 420,682.48	\$	2,678,888.36	\$	807,252.77
	Sped.	\$ 71,037.06	\$	400,928.12	\$	74,721.98
March	Gen.	\$ 406,875.40	\$	3,085,763.76	\$	887,328.25
	Sped,	\$ 76,748.67	\$	477,676.79	\$	74,316.64
April	Gen.	\$ 393,022.00	\$	3,478,785.76	\$	1,010,904.81
	Sped.	\$ 82,882.91	\$	560,559.70	\$	72,175.08
May	Gen.	\$ 586,227.38	\$	4,065,013.14	\$	1,152,463.95
	Sped.	\$ 82,552.73	\$	643,112.43	\$	68,715.86
June	Gen.	\$ 387,082.55	\$	4,452,095.69	\$	1,535,154.66
	Sped.	\$ 79,290.48	\$	722,402.91	\$	63,428.55
July	Gen.	\$ 381,886.67	\$	4,833,982.36	\$	2,688,422.64
	Sped.	\$ 29,698.53	\$	752,101.44	\$	97,158.56

TOTAL BUDGET OF EXPENDITURES (Gen. Fund) = \$7,522,405.00

Total available to spend in general fund = \$ 2,688,422.64

TOTAL BUDGET OF EXPENDITURES IN SPED FUND = \$849,260.00

Total available to spend in the sped fund = \$ 97,158.56

Cash Receipt Listing - Summary
July 2026 General Receipts

<u>Receipt Number</u>	<u>Received From ID/Name</u>	<u>Receipt Date</u>	<u>Description</u>	<u>Receipt Key</u>	<u>Amount</u>
Batch Description:	July 2026 General Receipts	Processing Month:	06/2026		
1	STATEOFNEB State of Nebraska	06/05/2026	cte grant	8916	6,284.00
2	LCTREAS Lincoln County Treas	06/08/2026	tax collections	8917	252,962.20
3	HAYESCENTE Hayes Center Public Schools	06/22/2026	distance learning	8918	1,542.00
3		06/22/2026	Wolken - rent	8919	550.00
4		06/22/2026	insurance refund	8920	21,585.32
5		06/22/2026	mips	8921	739.71
6	STATEOFNEB State of Nebraska	06/26/2026	sped reimbursement	8922	76,578.00
7	STATEOFNEB State of Nebraska	06/30/2026	state aid	8923	44,530.00
8	ADAMSBANKT Adam's Bank & Trust	06/30/2026	interest	8924	10.97
9	ADAMSBANKT Adam's Bank & Trust	06/30/2026	interest - ics	8925	8,991.92
9.1	NLAF Nebraska Liquid Asset Fund	06/30/2026	interest	8926	2.37
				Batch Total:	413,776.49
				Report Total:	413,776.49

Revenue Summary Report
Processing Month: 06/2026
June 2026

Fund: 01 General Fund						
Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Local Property Taxes	4,686,713.00	233,331.10	3,120,791.18	66.59	1,565,921.82
01 1115	Carline Tax	20,000.00	0.00	11,660.48	58.30	8,339.52
01 1120	Public Power Revenue	50,000.00	0.00	66,789.45	133.58	(16,789.45)
01 1125	Motor Vehicle	130,000.00	15,296.49	151,179.62	116.29	(21,179.62)
01 1140	Penalties & Interest on Taxes	0.00	0.00	0.00	0.00	0.00
01 1315	Tuition - Distance Education	15,000.00	1,542.00	15,420.00	102.80	(420.00)
01 1510	Interest on Investment	30,000.00	9,005.26	64,966.58	216.56	(34,966.58)
01 1910	Rent of School Facilities	6,600.00	550.00	5,500.00	83.33	1,100.00
01 1911	Local Fines & Fees	0.00	0.00	0.00	0.00	0.00
01 1925	Local Grants	7,000.00	0.00	4,462.02	63.74	2,537.98
01 1980	Refund Prior Year's Expenditures	0.00	21,585.32	21,585.32	0.00	(21,585.32)
01 1990	Other Local Revenue	3,000.00	0.00	6,810.00	227.00	(3,810.00)
Subtotal: LOCAL RECIEPTS		4,948,313.00	281,310.17	3,469,164.65	70.11	1,479,148.35
01 2110	County Fines & Licen	18,000.00	4,334.61	36,620.54	203.45	(18,620.54)
01 2130	Other County Receipts	0.00	0.00	0.00	0.00	0.00
01 2210	ESU Stipends	0.00	0.00	160.00	0.00	(160.00)
Subtotal: COUNTY AND ESU RECEIPTS		18,000.00	4,334.61	36,780.54	204.34	(18,780.54)
01 3110	State Aid	445,581.00	44,530.00	446,320.71	100.17	(739.71)
01 3120	Sp Ed Programs	350,000.00	76,578.00	553,926.00	158.26	(203,926.00)
01 3125	Sp Ed Transportation	5,000.00	0.00	0.00	0.00	5,000.00
01 3130	Homestead Exemption	0.00	0.00	23,420.18	0.00	(23,420.18)
01 3131	Property Tax Credit	0.00	0.00	1,582,203.09	0.00	(1,582,203.09)
01 3132	Personal Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3180	Pro Rate Motor Veh	6,000.00	0.00	9,373.45	156.22	(3,373.45)
01 3400	State Apportionment	40,000.00	0.00	66,394.42	165.99	(26,394.42)
01 3512	Distance Education	32,000.00	0.00	32,620.70	101.94	(620.70)
01 3535	High Ability Learner Grant	5,000.00	0.00	0.00	0.00	5,000.00
01 3540	Early Childhood Endowment Grant	0.00	0.00	0.00	0.00	0.00
01 3551	Career Education	7,500.00	6,284.00	6,284.00	83.79	1,216.00
01 3990	Other State Receipts	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE RECEIPTS		891,081.00	127,392.00	2,720,542.55	305.31	(1,829,461.55)
01 4310	REAP	31,850.00	0.00	30,789.00	96.67	1,061.00
01 4418	IDEA PEaK Projects	0.00	0.00	0.00	0.00	0.00
01 4421	IDEA ARP Base	0.00	0.00	0.00	0.00	0.00
01 4422	IDEA Preschool ARP	0.00	0.00	0.00	0.00	0.00
01 4505	Title I Part A	26,422.00	0.00	23,039.00	87.20	3,383.00
01 4509	Title II, Part A	5,765.00	0.00	0.00	0.00	5,765.00
01 4512	IDEA Preschool Base	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA 619 Base/EP	2,108.00	0.00	2,114.00	100.28	(6.00)
01 4518	IDEA	72,164.00	0.00	75,116.00	104.09	(2,952.00)
01 4519	IDEA - Enrollment Poverty	0.00	0.00	0.00	0.00	0.00
01 4521	IDEA Nonpublic	0.00	0.00	0.00	0.00	0.00
01 4524	Other Federal Receipts	0.00	0.00	0.00	0.00	0.00
01 4525	Revision Grant	0.00	0.00	0.00	0.00	0.00
01 4530	Other Fed Receipts(PBiS)	0.00	0.00	0.00	0.00	0.00
01 4708	Medicaid in Public Schools	3,000.00	0.00	4,994.78	166.49	(1,994.78)
01 4709	MAAPS	3,000.00	739.71	4,733.45	157.78	(1,733.45)
01 4710	Local Grants	0.00	0.00	0.00	0.00	0.00
01 4969	Title IV Part A	10,000.00	0.00	0.00	0.00	10,000.00
01 4997	ESSER II	0.00	0.00	0.00	0.00	0.00
01 4998 0	ESSER III	0.00	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		154,309.00	739.71	140,786.23	91.24	13,522.77
01 5200	Fund Transfers	0.00	0.00	0.00	0.00	0.00

Revenue Summary Report
Processing Month: 06/2026
June 2026

Fund: 01 General Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 9000	Non Programmed Rec	0.00	0.00	16,128.18	0.00	(16,128.18)
01 9001	Interfund Loan From General	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	16,128.18	0.00	(16,128.18)
	Fund Total:	6,011,703.00	413,776.49	6,383,402.15	106.18	(371,699.15)

Expenditure Summary

July 2026

Account Number	Account Description	Budget	During Month	Expenditures to Date	Balance at EOM	% of Budget
01	General Fund					
01 1100 111 001	Teacher Salaries - HS	813,615.00	66,472.41	734,031.65	79,583.35	90.22
01 1100 111 002	Teacher Salaries - Elem	747,223.00	58,430.76	611,215.67	136,007.33	81.80
01 1100 112 001	Para Salaries - HS	12,406.00	0.00	20,493.57	(8,087.57)	165.19
01 1100 112 002	Para Salaries - Elem	83,480.00	872.35	72,615.79	10,864.21	86.99
01 1100 114 000	Tech Salary	92,823.00	7,698.13	84,679.83	8,143.17	91.23
01 1100 116 000	Nurse Salary	28,240.00	0.00	26,512.97	1,727.03	93.88
01 1100 123 001	Substitutes - HS	30,000.00	0.00	70,777.50	(40,777.50)	235.93
01 1100 123 002	Substitutes - Elem	35,000.00	0.00	61,930.00	(26,930.00)	176.94
01 1100 150 001	Add'l Comp Classified - HS	56,000.00	1,666.67	55,000.77	999.23	98.22
01 1100 151 001	Add'l Comp - Teachers HS	140,000.00	11,067.49	125,422.39	14,577.61	89.59
01 1100 151 002	Add'l Comp - Teachers Elem	38,310.00	1,162.67	13,389.37	24,920.63	34.95
01 1100 152 001	Add'l Comp - Paras HS	0.00	0.00	0.00	0.00	0.00
01 1100 211 001	Health Insurance - HS	157,046.00	12,381.26	135,412.53	21,633.47	86.22
01 1100 211 002	Health Insurance - Elem	111,691.00	9,829.15	100,240.22	11,450.78	89.75
01 1100 212 002	Health Insurance	0.00	0.00	2,215.32	(2,215.32)	0.00
01 1100 214 000	Health Insurance - Tech	20,428.00	876.98	9,646.78	10,781.22	47.22
01 1100 216 000	Insurance - Nurse	6,248.00	0.00	6,247.26	0.74	99.99
01 1100 220 001	Social Security - Classified HS	3,437.00	125.95	4,197.02	(760.02)	122.11
01 1100 221 001	Social Security - HS Teach	78,085.00	6,292.10	69,712.27	8,372.73	89.28
01 1100 221 002	Social Security - Elem Teach	65,205.00	4,971.15	52,338.04	12,866.96	80.27
01 1100 222 001	Social Security - HS Paras	950.00	0.00	1,567.72	(617.72)	165.02
01 1100 222 002	Social Security - Elem Paras	6,387.00	66.74	5,543.60	843.40	86.80
01 1100 223 001	Social Secuirty - HS Subs	2,295.00	0.00	5,414.46	(3,119.46)	235.92
01 1100 223 002	Social Security - Elem Subs	2,680.00	0.00	4,737.74	(2,057.74)	176.78
01 1100 224 000	Social Security - Tech	7,101.00	588.90	6,478.00	623.00	91.23
01 1100 226 000	Social Security - Nurse	2,160.00	0.00	2,010.17	149.83	93.06
01 1100 230 001	Retirement - Classified HS	590.00	48.82	539.02	50.98	91.36
01 1100 231 001	Retirement - HS Teach	59,900.00	5,677.85	62,500.98	(2,600.98)	104.34
01 1100 231 002	Retirement - Elem Teach	55,000.00	4,363.72	45,907.73	9,092.27	83.47
01 1100 232 001	Retirement - HS Paras	1,000.00	0.00	1,009.96	(9.96)	101.00
01 1100 232 002	Retirement - Elem Paras	6,140.00	63.88	5,339.08	800.92	86.96
01 1100 233 001	Retirement - HS Subs	300.00	0.00	1,327.56	(1,027.56)	442.52
01 1100 233 002	Retirement - Elem Subs	200.00	0.00	1,353.29	(1,153.29)	676.65
01 1100 234 000	Retirement - Tech	6,825.00	563.70	6,224.00	601.00	91.19
01 1100 236 000	Retirement - Nurse	2,076.00	0.00	1,949.44	126.56	93.90
01 1100 237 000	Retirement Inc Cont - Dist	3,100.00	0.00	752.60	2,347.40	24.28
01 1100 237 001	Retirement Inc Cont - HS	25,150.00	0.00	5,899.57	19,250.43	23.46
01 1100 237 002	Retirement Inc Cont - Elem	22,830.00	0.00	4,764.26	18,065.74	20.87
01 1100 281 001	Health Benefits - HS Teach	71,380.00	6,061.92	66,414.30	4,965.70	93.04
01 1100 281 002	Health Benefits - Elem Teach	82,770.00	7,052.93	76,772.77	5,997.23	92.75
01 1100 443 000	Rentals & Leases - Dist	5,000.00	0.00	0.00	5,000.00	0.00
01 1100 443 001	Rentals & Leases - HS	40,000.00	79.80	817.60	39,182.40	2.04
01 1100 443 002	Rentals & Leases - Elem	10,000.00	0.00	2,834.30	7,165.70	28.34
01 1100 580 000	Travel & Mileage - Dist	500.00	0.00	1,639.75	(1,139.75)	327.95
01 1100 580 001	Travel & Mileage - HS	500.00	0.00	0.00	500.00	0.00
01 1100 580 002	Travel & Mileage - Elem	500.00	0.00	0.00	500.00	0.00
01 1100 610 000	Instruction Supply - Dist	17,000.00	721.92	7,377.10	9,622.90	43.39
01 1100 610 001	Instructional Supply - HS	25,000.00	5,042.73	18,042.41	6,957.59	72.17
01 1100 610 002	Instructional Supply - Elem	23,000.00	8,561.59	15,005.55	7,994.45	65.24
01 1100 640 000	Instructional Textbooks - Dist	3,000.00	0.00	0.00	3,000.00	0.00
01 1100 640 001	Instructional Textbooks - HS	20,000.00	1,085.00	1,085.00	18,915.00	5.43
01 1100 640 002	Instructional Textbooks - Elem	60,000.00	0.00	0.00	60,000.00	0.00
01 1100 643 000	Computer Software - Dist	18,000.00	3,482.00	24,436.28	(6,436.28)	135.76
01 1100 643 001	Computer Software - HS	5,000.00	337.35	337.35	4,662.65	6.75
01 1100 643 002	Computer Software - Elem	8,000.00	2,100.00	4,854.12	3,145.88	60.68
01 1100 650 000	Tech Supplies - Dist	8,000.00	857.80	21,116.71	(13,116.71)	263.96
01 1100 650 001	Tech Supplies - HS	5,000.00	0.00	0.00	5,000.00	0.00
01 1100 650 002	Tech Supplies - Elem	1,000.00	0.00	1,317.56	(317.56)	131.76

Expenditure Summary

July 2026

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Account Number	Account Description	Budget	During Month	Expenditures to Date	Balance at EOM	% of Budget
01 1100 731 000	Equipment - District	3,000.00	0.00	398.00	2,602.00	13.27
01 1100 731 001	Equipment - HS	3,000.00	2,554.96	5,819.56	(2,819.56)	193.99
01 1100 731 002	Equipment - Elem	3,000.00	3,609.92	3,609.92	(609.92)	120.33
01 1100 733 000	Furniture - District	1,000.00	0.00	8.24	991.76	0.82
01 1100 733 001	Furniture - HS	2,000.00	0.00	0.00	2,000.00	0.00
01 1100 733 002	Furniture - Elem	2,000.00	0.00	0.00	2,000.00	0.00
01 1100 734 000	Tech Equip - Dist	6,000.00	0.00	3,371.68	2,628.32	56.19
01 1100 734 001	Tech Equip - HS	6,000.00	0.00	0.00	6,000.00	0.00
01 1100 734 002	Tech Equip - Elem	3,000.00	0.00	0.00	3,000.00	0.00
01 1100 890 000	Other Expense - Dist	13,000.00	50.00	4,483.68	8,516.32	34.49
01 1100 890 001	Other Expense - HS	6,000.00	0.00	2,132.45	3,867.55	35.54
01 1100 890 002	Other Expense - Elem	6,000.00	0.00	1,024.80	4,975.20	17.08
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,181,571.00	234,818.60	2,682,297.26	499,273.74	84.31
01 1160 112 001	Poverty Instruction - HS	0.00	0.00	0.00	0.00	0.00
01 1160 112 002	Poverty Instruction - Elem	0.00	0.00	0.00	0.00	0.00
1160	PROVERTY PROGRAMS	0.00	0.00	0.00	0.00	0.00
01 1190 111 002	PreK Teacher Salary	44,390.00	3,699.17	40,690.87	3,699.13	91.67
01 1190 112 002	PreK Para Salary	10,800.00	0.00	6,759.25	4,040.75	62.59
01 1190 123 002	PreK Subs	0.00	0.00	0.00	0.00	0.00
01 1190 151 002	ADD'L COMP TEACHERS	700.00	0.00	120.00	580.00	17.14
01 1190 211 002	PreK Health Insurance	31,136.00	2,472.95	27,202.45	3,933.55	87.37
01 1190 221 002	PreK Social Security - Teach	3,396.00	282.99	3,122.07	273.93	91.93
01 1190 222 002	PreK Social Security - Para	826.00	0.00	517.10	308.90	62.60
01 1190 223 002	PK Substitute SS	0.00	0.00	0.00	0.00	0.00
01 1190 231 002	PreK Retirement - Teach	3,316.00	270.87	2,999.60	316.40	90.46
01 1190 232 002	PreK Retirement - Para	795.00	0.00	497.01	297.99	62.52
01 1190 237 002	PreK Retirement Inc Cont	1,412.00	0.00	319.03	1,092.97	22.59
01 1190 330 000	Pre K Transportation	200.00	0.00	0.00	200.00	0.00
01 1190 330 002	Pre K Training & Development	100.00	0.00	15.00	85.00	15.00
01 1190 580 002	Pre K Travel	100.00	0.00	0.00	100.00	0.00
01 1190 610 002	Pre K Supplies	1,000.00	0.00	845.21	154.79	84.52
01 1190 734 002	Pre K Computer Hardware	0.00	0.00	0.00	0.00	0.00
01 1190 890 002	PreK Other Expense	50.00	0.00	75.00	(25.00)	150.00
1190	EARLY CHILDHOOD ED PROGRAMS	98,221.00	6,725.98	83,162.59	15,058.41	84.67
01 1200 111 001	Sped Teacher Salaries - HS	66,778.00	5,564.83	59,078.33	7,699.67	88.47
01 1200 111 002	Sped Teachers Salary - Elem	107,308.00	8,122.03	96,060.39	11,247.61	89.52
01 1200 112 001	Sped Para Salaries - HS	63,683.00	56.00	55,478.79	8,204.21	87.12
01 1200 112 002	Sped Para Salaries - Elem	63,683.00	0.00	71,230.18	(7,547.18)	111.85
01 1200 123 001	Sped Sub Salaries - HS	3,500.00	0.00	4,415.00	(915.00)	126.14
01 1200 123 002	Sped Sub Salaries - Elem	3,500.00	0.00	7,203.40	(3,703.40)	205.81
01 1200 151 001	Sped Add'l Comp - HS	2,500.00	0.00	258.78	2,241.22	10.35
01 1200 151 002	Sped Add'l Comp - Elem	2,500.00	32.17	353.87	2,146.13	14.15
01 1200 211 001	Sped Health Ins.Teach - HS	26,800.00	2,111.63	23,227.93	3,572.07	86.67
01 1200 211 002	Health Insurance - Elem	31,136.00	2,472.95	27,326.59	3,809.41	87.77
01 1200 221 001	Sped Soc Sec Teach - HS	5,380.00	409.12	4,360.93	1,019.07	81.06
01 1200 221 002	Sped Soc Sec Teach - Elem	9,514.00	696.31	8,173.28	1,340.72	85.91
01 1200 222 001	Sped Soc Sec Para - HS	4,875.00	4.28	4,244.11	630.89	87.06
01 1200 222 002	Sped Soc Sec Paras - Elem	4,875.00	0.00	5,440.00	(565.00)	111.59
01 1200 223 001	Sped Soc Sec Subs - HS	268.00	0.00	337.73	(69.73)	126.02
01 1200 223 002	Sped Soc Sec Subs - Elem	268.00	0.00	550.98	(282.98)	205.59
01 1200 231 001	Sped Retire Teach - HS	5,168.00	407.49	4,361.25	806.75	84.39
01 1200 231 002	Sped Retire Teach - Elem	8,150.00	597.09	7,086.69	1,063.31	86.95
01 1200 232 001	Sped Retire Paras - HS	485.00	4.10	4,079.23	(3,594.23)	841.08
01 1200 232 002	Sped Retire Paras - Elem	4,685.00	0.00	5,237.40	(552.40)	111.79
01 1200 233 001	Sped Retire Subs - HS	100.00	0.00	2.94	97.06	2.94
01 1200 233 002	Sped Retire Subs - Elem	100.00	0.00	9.07	90.93	9.07
01 1200 237 001	Sped Retire Inc Cont-HS	3,383.00	0.00	794.38	2,588.62	23.48
01 1200 237 002	Sped Retire Inc Cont-Elem	4,406.00	0.00	1,160.79	3,245.21	26.35
01 1200 281 001	Sped Teach Health Ben - HS	4,336.00	361.32	3,974.52	361.48	91.66

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Account Number	Account Description	Budget	During Month	Expenditures to Date	Balance at EOM	% of Budget
01 1200 281 002	Sped Teach Health Ben-Elem	13,600.00	1,129.84	12,428.24	1,171.76	91.38
01 1200 340 001	Professional Services - HS	11,590.00	965.83	10,624.13	965.87	91.67
01 1200 340 002	Professional Services - Elem	15,711.00	1,309.25	14,401.75	1,309.25	91.67
01 1200 591 001	Sped Services - HS	64,938.00	0.00	64,362.17	575.83	99.11
01 1200 591 002	Sped Services - Elem	55,466.00	0.00	45,995.39	9,470.61	82.93
01 1200 610 001	Sped Supplies - HS	7,500.00	0.00	1,830.29	5,669.71	24.40
01 1200 610 002	Sped Supplies - Elem	7,500.00	324.03	1,451.63	6,048.37	19.36
01 1200 643 000	Sped Software	2,000.00	993.00	993.00	1,007.00	49.65
01 1200 733 001	Sped Equipment - HS	2,000.00	0.00	0.00	2,000.00	0.00
01 1200 733 002	Sped Equipment - Elem	2,000.00	0.00	0.00	2,000.00	0.00
01 1200 890 001	Sped Other Exp - HS	10,000.00	0.00	75.00	9,925.00	0.75
01 1200 890 002	Sped Other Exp - Elem	10,000.00	0.00	0.00	10,000.00	0.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	629,686.00	25,561.27	546,608.16	83,077.84	86.81
01 1291 591 002	3-5 Special Ed Services	1,000.00	0.00	0.00	1,000.00	0.00
1291	Special Ed Ages 3-5	1,000.00	0.00	0.00	1,000.00	0.00
01 1292 591 002	Birth-2 Services	300.00	0.00	0.00	300.00	0.00
1292	Special Ed B-2	300.00	0.00	0.00	300.00	0.00
01 1300 111 001	Summer School	5,000.00	0.00	0.00	5,000.00	0.00
1300	Summer School	5,000.00	0.00	0.00	5,000.00	0.00
01 2110 643 000	Attendance Services	8,000.00	0.00	7,675.80	324.20	95.95
2110	ATTENDANCE AND SOCIAL WORK SERVICES	8,000.00	0.00	7,675.80	324.20	95.95
01 2120 111 000	Guidance Salary - Dist	75,270.00	9,136.06	71,861.06	3,408.94	95.47
01 2120 151 000	Guidance - Add'l Comp	7,925.00	561.29	6,174.19	1,750.81	77.91
01 2120 211 000	Guidance Health Ins	31,136.00	2,447.94	26,824.14	4,311.86	86.15
01 2120 221 000	Guidance Social Security	6,364.00	731.12	5,852.15	511.85	91.96
01 2120 231 000	Guidance Retirement	6,117.00	710.09	5,734.88	382.12	93.75
01 2120 237 000	Guidance Retire Inc Cont	2,101.00	0.00	496.99	1,604.01	23.65
01 2120 610 001	Pupil Support - HS	15,000.00	90.00	6,631.63	8,368.37	44.21
01 2120 610 002	Pupil Support - Elem	8,000.00	0.00	4,623.70	3,376.30	57.80
01 2120 890 001	Guidance Other Exp - HS	600.00	0.00	184.00	416.00	30.67
01 2120 890 002	Guidance Other Exp - Elem	300.00	0.00	0.00	300.00	0.00
2120	GUIDANCE SERVICES	152,813.00	13,676.50	128,382.74	24,430.26	84.01
01 2140 320 000	Mental Health Specialist	10,000.00	818.66	9,005.26	994.74	90.05
2140	Psychological Services	10,000.00	818.66	9,005.26	994.74	90.05
01 2141 591 001	Psychology Services - HS	24,567.00	2,068.63	22,754.93	1,812.07	92.62
01 2141 591 002	Psychology Services - Elem	24,900.00	2,068.63	22,754.93	2,145.07	91.39
2141	PSYCHOLOGICAL SERVICES	49,467.00	4,137.26	45,509.86	3,957.14	92.00
01 2151 591 001	Speech Services - HS	88,589.00	0.00	6,116.05	82,472.95	6.90
01 2151 591 002	Speech Services	0.00	0.00	78,816.37	(78,816.37)	0.00
01 2151 610 002	Speech Supplies	1,500.00	0.00	0.00	1,500.00	0.00
2151	SPEECH SERVICES	90,089.00	0.00	84,932.42	5,156.58	94.28
01 2161 591 001	Occupational Therapy - HS	48,109.00	0.00	2,462.04	45,646.96	5.12
01 2161 591 002	Occupational Therapy - Elem	0.00	0.00	42,546.96	(42,546.96)	0.00
2161	OCCUPATIONAL THERAPY	48,109.00	0.00	45,009.00	3,100.00	93.56
01 2171 591 001	Physical Therapy - HS	19,609.00	0.00	2,277.50	17,331.50	11.61
01 2171 591 002	Physical Therapy - Elem	0.00	0.00	17,764.50	(17,764.50)	0.00
2171	PHYSICAL THERAPY	19,609.00	0.00	20,042.00	(433.00)	102.21
01 2220 111 000	Library Salary	71,796.00	5,983.00	65,813.00	5,983.00	91.67
01 2220 151 000	Library Add'l Comp	4,555.00	84.68	931.48	3,623.52	20.45
01 2220 211 000	Libr Health Insur	26,800.00	2,111.63	23,227.93	3,572.07	86.67
01 2220 221 000	Libr Social Security	6,364.00	463.48	5,098.27	1,265.73	80.11
01 2220 231 000	Librarian Retirement	5,615.00	444.31	4,905.81	709.19	87.37
01 2220 237 000	Library Retire Inc Cont	1,928.00	0.00	441.21	1,486.79	22.88
01 2220 281 000	Library Health Benefit	4,336.00	361.32	3,974.52	361.48	91.66
01 2220 610 000	Library Supplies	1,000.00	0.00	978.75	21.25	97.88
01 2220 640 000	Library Books & Periodicals	5,000.00	80.60	3,979.57	1,020.43	79.59
01 2220 641 000	Audio Visual Material	1,000.00	0.00	375.00	625.00	37.50
01 2220 650 000	Library Technology Supplies	2,500.00	0.00	3,161.03	(661.03)	126.44

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Account Number	Account Description	Budget	During Month	Expenditures to Date	Balance at EOM	% of Budget
01 2220 733 000	Library Furniture	500.00	0.00	0.00	500.00	0.00
01 2220 734 000	Library Tech Equipment	1,000.00	0.00	0.00	1,000.00	0.00
01 2220 890 000	Other Expense	300.00	149.99	149.99	150.01	50.00
2220 SCHOOL LIBRARY		132,694.00	9,679.01	113,036.56	19,657.44	85.19
01 2224 382 000	Distance Learning	23,000.00	0.00	23,000.00	0.00	100.00
2224 EDUCATIONAL TELEVISION SERVICES		23,000.00	0.00	23,000.00	0.00	100.00
01 2310 340 000	Superintendent Search	0.00	0.00	0.00	0.00	0.00
01 2310 520 000	Liability Insurance	13,440.00	0.00	13,432.65	7.35	99.95
01 2310 521 000	Board Fidelity Bond	100.00	0.00	0.00	100.00	0.00
01 2310 580 000	Board Mileage	500.00	0.00	0.00	500.00	0.00
01 2310 810 000	Board Supt Dues Fees	9,000.00	0.00	12,031.02	(3,031.02)	133.68
01 2310 890 000	Board Other Expense	4,000.00	0.00	2,624.78	1,375.22	65.62
2310 BOARD OF EDUCATION		27,040.00	0.00	28,088.45	(1,048.45)	103.88
01 2320 105 000	Superintendent Salary	130,000.00	10,833.37	119,166.67	10,833.33	91.67
01 2320 215 000	Superintendent Health Ins	31,136.00	2,472.95	27,202.45	3,933.55	87.37
01 2320 225 000	Superintendent Soc Sec	9,945.00	810.86	8,935.31	1,009.69	89.85
01 2320 235 000	Superintendent Retirement	9,559.00	793.27	8,758.77	800.23	91.63
01 2320 237 000	Supt Retire Inc Cont	3,283.00	0.00	787.80	2,495.20	24.00
01 2320 580 000	Supt. Travel & Mileage	500.00	0.00	659.95	(159.95)	131.99
01 2320 610 000	Supt Supplies	2,500.00	0.00	0.00	2,500.00	0.00
01 2320 733 000	Supt Furniture	1,000.00	0.00	0.00	1,000.00	0.00
01 2320 810 000	Supt Dues, Fees	4,500.00	185.00	4,220.15	279.85	93.78
01 2320 890 000	Supt. Other Expense	4,000.00	0.00	3,289.77	710.23	82.24
2320 EXECUTIVE ADMINISTRATION		196,423.00	15,095.45	173,020.87	23,402.13	88.09
01 2330 317 000	Legal Services	15,000.00	658.00	14,117.00	883.00	94.11
2330 DISTRICT LEGAL SERVICES		15,000.00	658.00	14,117.00	883.00	94.11
01 2410 110 001	Clerical Salary - HS	40,290.00	1,093.64	33,682.67	6,607.33	83.60
01 2410 110 002	Clerical Salary - Elem	31,570.00	1,280.87	29,089.73	2,480.27	92.14
01 2410 111 001	Principal Salary - HS	112,350.00	9,362.50	102,987.50	9,362.50	91.67
01 2410 111 002	Principal Salary - Elem	95,000.00	7,916.63	87,083.33	7,916.67	91.67
01 2410 130 001	Clerical Overtime - HS	0.00	0.00	0.00	0.00	0.00
01 2410 151 001	Principal Add'l Comp - HS	500.00	0.00	0.00	500.00	0.00
01 2410 151 002	Principal Add'l Comp - Elem	500.00	0.00	0.00	500.00	0.00
01 2410 211 001	Principal Health Ins - HS	26,790.00	2,111.63	23,227.93	3,562.07	86.70
01 2410 211 002	Principal Health Ins - Elem	31,136.00	2,472.95	27,202.45	3,933.55	87.37
01 2410 220 001	Clerical Soc Sec - HS	3,080.00	83.67	2,576.72	503.28	83.66
01 2410 220 002	Clerical Soc Sec - Elem	2,415.00	95.00	2,186.02	228.98	90.52
01 2410 221 001	Principal Soc Sec - HS	8,595.00	716.24	7,878.64	716.36	91.67
01 2410 221 002	Principal Soc Sec - Elem	7,268.00	603.60	6,639.60	628.40	91.35
01 2410 230 001	Clerical Retirement - HS	2,963.00	80.08	2,476.28	486.72	83.57
01 2410 230 002	Clerical Retirement - Elem	2,322.00	93.79	2,138.50	183.50	92.10
01 2410 231 001	Principal Retirement - HS	8,297.00	685.57	7,569.67	727.33	91.23
01 2410 231 002	Principal Retirement - Elem	7,022.00	579.70	6,400.70	621.30	91.15
01 2410 237 001	Prin Retire Inc Cont-HS	3,867.00	0.00	917.78	2,949.22	23.73
01 2410 237 002	Priin Retire Inc Cont-Elem	3,209.00	0.00	777.92	2,431.08	24.24
01 2410 281 001	Health Benefits - HS	4,346.00	361.32	3,974.52	371.48	91.45
01 2410 281 002	Health Benefits - Elem	0.00	0.00	0.00	0.00	0.00
01 2410 580 001	Principal Trave Exp - HS	500.00	0.00	1,842.57	(1,342.57)	368.51
01 2410 580 002	Principal Travel - Elem	500.00	0.00	140.00	360.00	28.00
01 2410 610 001	Principal Supply - HS	1,000.00	0.00	3,016.35	(2,016.35)	301.64
01 2410 610 002	Principal Supply - Elem	1,000.00	0.00	179.00	821.00	17.90
01 2410 733 001	Principal Furniture - HS	1,000.00	0.00	0.00	1,000.00	0.00
01 2410 733 002	Principal Furniture - Elem	1,000.00	0.00	0.00	1,000.00	0.00
01 2410 810 001	Dues & Fees - HS	1,250.00	0.00	720.00	530.00	57.60
01 2410 810 002	Dues & Fees - Elem	1,250.00	0.00	205.00	1,045.00	16.40
01 2410 890 001	Principal Other Exp - HS	1,250.00	0.00	478.23	771.77	38.26
01 2410 890 002	Principal Other Exp - Elem	1,250.00	0.00	137.07	1,112.93	10.97
2410 OFFICE OF PRINCIPAL		401,520.00	27,537.19	353,528.18	47,991.82	88.05

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July 2026

User ID: AJM

Account Number	Account Description	Budget	During Month	Expenditures to Date	Balance at EOM	% of Budget
01 2510 116 000	Bookkeeper Salary	66,915.00	5,617.53	60,994.02	5,920.98	91.15
01 2510 216 000	Bookkeeper Health Ins	31,136.00	1,622.43	22,099.33	9,036.67	70.98
01 2510 226 000	Bookkeeper Social Security	5,120.00	425.36	4,611.39	508.61	90.07
01 2510 236 000	Bookkeeper Retirement	4,920.00	411.34	4,483.06	436.94	91.12
01 2510 237 000	Retirement Inc Cont	1,690.00	0.00	402.68	1,287.32	23.83
01 2510 271 000	Workman Compensation	18,274.00	0.00	20,187.00	(1,913.00)	110.47
01 2510 286 000	Bookkeeper Health Ben	31,136.00	0.00	0.00	31,136.00	0.00
01 2510 315 000	Auditing Services	10,050.00	0.00	11,800.00	(1,750.00)	117.41
01 2510 382 000	Telephone	20,000.00	1,541.07	17,369.80	2,630.20	86.85
01 2510 443 000	Copiers	15,000.00	2,072.18	16,299.25	(1,299.25)	108.66
01 2510 531 000	Postage	4,000.00	11.61	2,198.58	1,801.42	54.96
01 2510 540 000	Advertising	3,000.00	249.77	2,534.01	465.99	84.47
01 2510 610 000	Office Supplies	1,200.00	0.00	949.73	250.27	79.14
01 2510 643 000	Office Software	14,000.00	8,482.41	15,440.21	(1,440.21)	110.29
01 2510 890 000	Other Expense	1,000.00	0.00	686.75	313.25	68.68
2510	GENERAL ADMIN-BUSINESS SERVICE	227,441.00	20,433.70	180,055.81	47,385.19	79.17
01 2610 410 000	Water & Sewer	22,000.00	1,285.87	16,348.44	5,651.56	74.31
01 2610 520 000	Property Insurance	58,210.00	0.00	58,208.15	1.85	100.00
01 2610 610 000	Supplies	45,000.00	2,901.57	56,364.33	(11,364.33)	125.25
01 2610 621 000	Fuel	105,000.00	5,293.69	87,521.46	17,478.54	83.35
01 2610 890 000	Other Expense	1,000.00	0.00	200.00	800.00	20.00
2610	MAINTENANCE & CUSTODIAL	231,210.00	9,481.13	218,642.38	12,567.62	94.56
01 2620 110 000	Custodial Salaries	183,880.00	16,400.91	150,760.17	33,119.83	81.99
01 2620 210 000	Health Insurance	76,553.00	3,347.70	53,127.90	23,425.10	69.40
01 2620 220 000	Social Security	14,067.00	1,254.66	11,483.16	2,583.84	81.63
01 2620 230 000	Retirement	13,520.00	756.42	10,240.94	3,279.06	75.75
01 2620 237 000	Custodian Retire Inc Cont	4,643.00	0.00	938.03	3,704.97	20.20
01 2620 280 000	Health Benefits	0.00	107.63	753.39	(753.39)	0.00
01 2620 431 000	Maintenance of Buildings	90,000.00	9,553.53	80,180.51	9,819.49	89.09
2620	OPERATION OF BUILDING	382,663.00	31,420.85	307,484.10	75,178.90	80.35
01 2630 431 000	Maintenance Of Groun	25,000.00	764.13	14,341.26	10,658.74	57.37
01 2630 890 000	Other Expense	4,000.00	0.00	0.00	4,000.00	0.00
2630	MAINTENANCE OF GROUNDS	29,000.00	764.13	14,341.26	14,658.74	49.45
01 2660 610 000	School Safety & Security	20,000.00	0.00	556.00	19,444.00	2.78
2660	SCHOOL SAFETY & SECURITY	20,000.00	0.00	556.00	19,444.00	2.78
01 2670 610 000	SUPPLIES	1,000.00	0.00	771.27	228.73	77.13
2670	Safety	1,000.00	0.00	771.27	228.73	77.13
01 2710 110 000	Drivers Salary	75,090.00	4,848.30	77,796.10	(2,706.10)	103.60
01 2710 210 000	Health Insurance	12,000.00	943.57	11,025.02	974.98	91.88
01 2710 220 000	Driver Social Security	5,745.00	370.89	5,948.37	(203.37)	103.54
01 2710 230 000	Drivers Retire	5,522.00	324.00	4,366.00	1,156.00	79.07
01 2710 237 000	Drivers Retire Inc Cont	1,383.00	0.00	399.77	983.23	28.91
01 2710 280 000	Health Benefits	0.00	161.44	1,130.10	(1,130.10)	0.00
01 2710 332 000	Mileage To Parents	1,000.00	0.00	0.00	1,000.00	0.00
01 2710 519 000	Purchased Transportation	1,000.00	0.00	0.00	1,000.00	0.00
01 2710 520 000	Vehicle Liability Insurance	17,910.00	0.00	17,910.20	(0.20)	100.00
01 2710 626 000	Gas & Oil	25,000.00	1,037.63	19,288.78	5,711.22	77.16
01 2710 732 000	Vehicle Acquisition	85,000.00	0.00	174,750.00	(89,750.00)	205.59
01 2710 890 000	Other Expense	6,000.00	114.15	4,233.07	1,766.93	70.55
2710	TRANSPORTATION	235,650.00	7,799.98	316,847.41	(81,197.41)	134.46
01 2712 332 001	Sped Mileage - HS	500.00	0.00	0.00	500.00	0.00
01 2712 332 002	Sped Mileage - Elem	500.00	0.00	0.00	500.00	0.00
2712	Sped Transportation	1,000.00	0.00	0.00	1,000.00	0.00
01 2730 431 000	Vehicle Repairs & Maint	35,000.00	1,477.49	28,357.77	6,642.23	81.02
2730	Vehicle Servicing & Maintenance	35,000.00	1,477.49	28,357.77	6,642.23	81.02
01 3400 610 001	Local Grants - HS	5,000.00	0.00	3,359.97	1,640.03	67.20
01 3400 610 002	Local Grants - Elem	5,000.00	1,500.00	2,104.50	2,895.50	42.09
3400	CATEGORICAL GRANTS FROM CORPORATIONS & O	10,000.00	1,500.00	5,464.47	4,535.53	54.64

Expenditure Summary

Account Number	Account Description	Budget	During Month	Expenditures to Date	Balance at EOM	% of Budget
01 3535 610 001	HAL Grant - HS	2,500.00	0.00	3,600.00	(1,100.00)	144.00
01 3535 610 002	HAL Grant - Elem	2,500.00	0.00	48.00	2,452.00	1.92
3535	HIGH ABILITY LEARNER	5,000.00	0.00	3,648.00	1,352.00	72.96
01 3551 610 001	Career Education	7,500.00	0.00	8,011.09	(511.09)	106.81
3551	CAREER EDUCATION	7,500.00	0.00	8,011.09	(511.09)	106.81
01 6200 111 002	Title I Part A Salaries	15,841.00	0.00	25,090.00	(9,249.00)	158.39
01 6200 211 002	Title I Part A Benefits	5,000.00	0.00	5,858.30	(858.30)	117.17
01 6200 221 002	Title I Part A SS	1,469.00	0.00	1,900.20	(431.20)	129.35
01 6200 231 002	Title I Part A Retirement	1,898.00	0.00	1,844.85	53.15	97.20
01 6200 237 002	Title I Part A Ret Inc Cont	0.00	0.00	182.50	(182.50)	0.00
01 6200 395 002	Contract Fee	2,214.00	0.00	2,113.76	100.24	95.47
6200	TITLE I PART A	26,422.00	0.00	36,989.61	(10,567.61)	140.00
01 6310 111 002	Title II Part A	10,320.00	0.00	0.00	10,320.00	0.00
01 6310 211 002	Title IIa Health Insurance	5,445.00	0.00	0.00	5,445.00	0.00
01 6310 281 002	Teacher Health Benefit	0.00	0.00	0.00	0.00	0.00
6310	TITLE II PART A	15,765.00	0.00	0.00	15,765.00	0.00
01 6406 395 002	IDEA 619 Base/EP 3-4	2,108.00	0.00	2,108.00	0.00	100.00
6406	IDEA 619 PRESCHOOL	2,108.00	0.00	2,108.00	0.00	100.00
01 6408 395 000	IDEA	72,164.00	0.00	72,164.00	0.00	100.00
6408	IDEA	72,164.00	0.00	72,164.00	0.00	100.00
01 6412 395 002	IDEA Nonpublic	0.00	0.00	0.00	0.00	0.00
6412	IDEA NONPUBLIC	0.00	0.00	0.00	0.00	0.00
01 6969 890 000	Title IV Part A	0.00	0.00	0.00	0.00	0.00
6969	Title IV Part A	0.00	0.00	0.00	0.00	0.00
01 6992 734 000	REAP	31,850.00	0.00	30,789.00	1,061.00	96.67
6992	REAP	31,850.00	0.00	30,789.00	1,061.00	96.67
01 8000 751 000	Student Fees Transfer	0.00	0.00	0.00	0.00	0.00
01 8000 912 000	Transfer to Hot Lunch	30,000.00	0.00	0.00	30,000.00	0.00
01 8000 913 000	Activity Transfer	20,000.00	0.00	0.00	20,000.00	0.00
8000	TRANSFERS (OUTGOING)	50,000.00	0.00	0.00	50,000.00	0.00
01 9000 890 000	Other Budget Authority	1,898,350.00	0.00	0.00	1,898,350.00	0.00
01 9000 900 000	Non-programmed Exp.	0.00	0.00	17,149.11	(17,149.11)	0.00
9000	NON-PROGRAM EXPENDITURES	1,898,350.00	0.00	17,149.11	1,881,200.89	0.90
01 9002 001 000	Interfund Loan - Bond	0.00	0.00	0.00	0.00	0.00
9002	Loan to Bond	0.00	0.00	0.00	0.00	0.00
		8,371,665.00	411,585.20	5,600,795.43	2,770,869.57	66.90
01	General Fund	8,371,665.00	411,585.20	5,600,795.43	2,770,869.57	66.90

CK#	<u>REVOLVING BUSINESS ACCOUNT</u>	
	DESCRIPTION	AMOUNT
	TOTAL	\$ -

DEPRECIATION FUND

Fisher Tracks Inc.	\$ 4,000.00
Mr. D's Heating & Conditioning	\$ 9,169.25
	\$ 13,169.25

BUILDING FUND

Paulsen	113,126.76
	\$ 113,126.76

Activity Fund Balance Report - Summary

6/1/2026 - 6/30/2026

<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
Class of 2024	545.27	0.00	0.00	545.27
Class of 2025	2,449.97	0.00	0.00	2,449.97
Class of 2026	2,427.75	927.90	0.00	1,499.85
Class of 2027	987.19	0.00	0.00	987.19
Class of 2028	5,209.26	0.00	0.00	5,209.26
Class of 2029	9,792.19	0.00	0.00	9,792.19
Class of 2030	2,399.00	0.00	0.00	2,399.00
Class of 2031	1,875.30	0.00	0.00	1,875.30
Class of 2033	0.00	0.00	0.00	0.00
Athletics	(45,585.44)	14,610.56	860.00	(59,336.00)
District #55	4,027.70	240.00	123.64	3,911.34
Host Site	0.00	0.00	0.00	0.00
Annual	2,877.16	0.00	0.00	2,877.16
FBLA	3,928.66	0.00	0.00	3,928.66
Greenhouse	(1,449.18)	0.00	0.00	(1,449.18)
Teacher's Fund	1,764.08	0.00	0.00	1,764.08
Band	6,290.43	0.00	0.00	6,290.43
Library	734.12	0.00	57.94	792.06
Veteran's Day	1,091.18	0.00	0.00	1,091.18
Honor Society	1,425.98	385.00	0.00	1,040.98
Industrial Arts	2,240.11	0.00	0.00	2,240.11
Show Choir	642.44	0.00	0.00	642.44
Concessions	3,830.23	4,446.15	925.37	309.45
Drama	5,742.70	175.00	(27.00)	5,540.70
Elementary Fund	475.03	0.00	0.00	475.03
Art Fund	771.62	0.00	0.00	771.62
Elementary Field Trips	(439.00)	0.00	0.00	(439.00)
Community Ed	407.08	0.00	0.00	407.08
Coat Fund	817.55	0.00	0.00	817.55
Weight Room	4,925.09	0.00	180.00	5,105.09
Student Council	690.13	0.00	0.00	690.13
Scholarship Fund	6,284.92	0.00	0.00	6,284.92
Fundraisers	353.50	0.00	0.00	353.50
Speech	4,310.22	0.00	0.00	4,310.22
5th Grade Field Trip	282.30	0.00	0.00	282.30
High School	1,317.31	1,277.39	0.00	39.92
Computer Fees	8,824.57	0.00	0.00	8,824.57
M. White Memorial	4,277.02	0.00	0.00	4,277.02
FFA	(5,623.59)	0.00	0.00	(5,623.59)
6th Grade Field Trip	2,622.27	0.00	0.00	2,622.27
Quiz Bowl	1,872.40	0.00	0.00	1,872.40
Computer Repair	867.01	0.00	0.00	867.01
Boys Basketball	3,925.53	1,387.44	313.25	2,851.34
Volleyball	4,466.77	336.00	5,398.00	9,528.77
FPS	83.22	0.00	0.00	83.22
Wrestling	6,815.02	0.00	0.00	6,815.02
Girls Basketball	4,858.59	1,284.49	313.25	3,887.35
Football	1,922.03	0.00	0.00	1,922.03
Track Memorials	500.00	0.00	0.00	500.00
Sunshine Committee	129.43	0.00	0.00	129.43

Activity Fund Balance Report - Summary

6/1/2026 - 6/30/2026

<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
Playground	2,358.65	0.00	0.00	2,358.65
Employee Dress	2,059.94	0.00	0.00	2,059.94
Girls Wrestling	1,092.37	0.00	0.00	1,092.37
Instrument Rental Fee	184.18	0.00	0.00	184.18
Weight Room Renovation	2,758.07	0.00	0.00	2,758.07
Teacher Equipment	660.18	0.00	0.00	660.18
Box Tops	879.79	0.00	0.00	879.79
PBIS	4,181.91	0.00	0.00	4,181.91
Coffee Cart	315.05	0.00	0.00	315.05
Cross Country	2,543.08	0.00	0.00	2,543.08
Golf	6,171.35	692.48	0.00	5,478.87
Track	611.19	554.00	457.00	514.19
Science Club	404.87	0.00	0.00	404.87
Wellness	8,498.94	0.00	0.00	8,498.94
Faculty Coffee	94.48	0.00	0.00	94.48
Faculty Graduation	618.51	0.00	0.00	618.51
FCA	254.54	0.00	0.00	254.54
History	2,583.65	0.00	0.00	2,583.65
Cheer & Dance	3358.49	539.4	0	2819.09
	\$ 108,611.36	\$ 26,855.81	\$ 8,601.45	\$ 90,357.00

**Minutes of the Board of Education
Sutherland Public School District 55
Tuesday, June 9, 2026 6:00 PM Central
Regular Board Meeting Conference Room
P.O. Box 217
Sutherland, NE 69165**

Members

Present

Absent

Presiding Officer

Secretary - Board of Education

Superintendent

1. Call the meeting to order

Meeting was called to order at 6:00 p.m. by Janet Mueller. Notice of this meeting was published in the June 4, 2026 edition of The Courier Times and in three (3) separate locations in town.

2. Flag salute

3. Open Meetings Law

President Mueller stated that a copy of the open meetings law is posted on the bulletin board and a copy could be found in the official meeting book.

4. Roll call

5. Recognition of Visitors/Public Comment

6. Reports

6.a. Elementary Principal Report

Mr. Gunderson reported that the elementary school showed growth in both reading and math during the 25–26 school year. He also reported that overall, more students finished the year performing at or above grade level expectations than at the beginning of the school year. Lastly, he reported that the multicultural report was completed and is attached for the board to review.

6.b. High School Principal Report

Mrs. McConnell reported that she recently received communication from both ACT and NDE regarding our most recent ACT composite score. Following the review, our updated composite score is 20.9, which is 2.3 points above the Nebraska state average. She discussed possible changes to our grading system. Summer weights participation is strong this year. Congratulations to Jackson Saner for winning the gold at state track in pole vault. Congratulations to Jack Wallace, Kate Dyer and Easton Dancer for qualifying for state track and making strong performances. Lastly, congratulations to our golf team for qualifying for state as a group and to Easton Smith for qualifying as an individual.

7. Superintendent Report

Mr. Webster reported that construction is in full swing with the track work completed. The walls in the classrooms will be going up soon, new rooftop units will be installed in early July, the welding vent hood is just needing wiring, and the bathroom project is right on schedule. He reported that the new bus is still waiting to get wrapped but will hopefully be completed in late July. Lastly, he reported that he and the Wallace superintendent would be meeting soon to discuss the wrestling coop.

8. Board Reports

none at this time

9. Treasurer's report

Tom Kelly presented the treasurer's report. Receipts are at 99.30%, should be at 75% and expenditures are at 61.97% and should be at 83.33%.

10. Consent Agenda

Motion to approve consent agenda passed with a motion by Tom Kelly and a second by Eric Peterka.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

10.a. Approval of Minutes - May 12, 2026 Regular Meeting

10.b. Approval of General Fund Bills - \$466,373.03

11. Action Items

11.a. Consider, discuss, and take all necessary action on School Board Policies 5015 Protection of Pupil Rights, 5018 Parent Involvement in Education, 5054 Bullying, and 5057 District Title I Parent and Family Engagement Policy Annual Review.

Approve School Board Policies 5015 Protection of Pupil Rights, 5018 Parent Involvement in Education, 5054 Bullying, and 5057 District Title I Parent and Family Engagement Policy passed with a motion by Brandy Buscher and a second by Eric Peterka.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

11.b. Consider, discuss, and take all necessary action on approving School Board Policies 2008 Meetings, 3003 Bidding for Construction, Remodeling, Repair, or Site Improvement, 3003.1 Bidding for Construction, Remodeling, Repair or related Projects Financed with Federal Funds, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 4017 Relations with Employee Collective Bargaining Associations, 4019 Workplace Injury Prevention and Safety Committee, 5001 Compulsory Attendance and Excessive Absenteeism, 5003 Admission of Part Time Students, 5004 Option Enrollment, 5035 Student Discipline, 5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions, 6009 Grade Placement and Academic Credit of Transfer Students, 6038 Student use of AI Tools with updates from KSB Law as written.

Approve School Board Policies 2008 Meetings, 3003 Bidding for Construction, Remodeling, Repair, or Site Improvement, 3003.1 Bidding for Construction, Remodeling, Repair or related Projects Financed with Federal Funds, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 4017 Relations with Employee Collective Bargaining Associations, 4019 Workplace Injury Prevention and Safety Committee, 5001 Compulsory Attendance and Excessive Absenteeism, 5004 Option Enrollment, 5035 Student Discipline, 5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions, 6009 Grade Placement and Academic Credit of Transfer Students, 6038 Student use of AI Tools with updates from KSB Law as written passed with a motion by Tom Kelly and a second by Eric Peterka.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

11.c. Consider, discuss, and take all necessary action on deciding which paragraph to add to School Board Policy 4056 Resignation of Certificated Staff.

Approve Policy 5003 with updates and changes passed with a motion by Brandy Buscher and a second by Tom Kelly.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

Approve Policy 4056 as presented with the selection of the first paragraph passed with a motion by Eric Peterka and a second by Brandy Buscher.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

11.d. Consider, discuss, and take all necessary action on approving new School Board Policies 3048 Communicable Disease, 3061 ACH Originator, 4065 Staff Use of AI Tools, and 6046 Right to Access to School Library Materials as written by KSB Law.

Approve the following new policies 3048 Communicable Disease, 3061 ACH Originator, 4065 Staff Use of AI Tools as written by KSB Law passed with a motion by Brandy Buscher and a second by Tom Kelly.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

11.e. Consider, discuss, and take all necessary action on approving school items such as plastic and metal chairs, student and teacher desks, tables, filing cabinets, and old school hallway lockers to be set aside for surplus so the school can sell these items at the city wide garage sale on June 13th.

Approve school items such as plastic and metal chairs, student and teacher desks, tables, filing cabinets, and old school hallway lockers to be set aside for surplus so the school can sell these items at the city wide garage sale on June 13th passed with a motion by Eric Peterka and a second by Tom Kelly.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

11.f. Consider, discuss, and take all necessary action to approve the Hiland Milk bid for 2026/2027 school year.

Approve the Hiland Milk bid for 2026/2027 school year passed with a motion by Eric Peterka and a second by Brandy Buscher.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

11.g. Consider, discuss, and take all necessary action on approving the bid of 13,942.23 for the back curtain, operating line, master carrier and double end pulley on the stage in the north gym. Approve the bid of \$13,942.23 for the back curtain, operating line, master carrier and double end pulley on the stage in the north gym from Omaha Stage Equipment passed with a motion by Brandy Buscher and a second by Eric Peterka.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

11.h. Consider, discuss, and take all necessary action on Mr. Webster's Evaluation. Discussion was held regarding Mr. Webster's evaluation.

12. Approve Board Members Who are Absent

Approve the absence of Shad Lantis and Kyle Stevenson from the June 12, 2026 board meeting passed with a motion by Brandy Buscher and a second by Tom Kelly.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

13. Next meeting date and time

Set the next regular meeting for Monday, July 13, 2026 at 7:00 p.m. passed with a motion by Brandy Buscher and a second by Tom Kelly.

Brandy Buscher: Yes, Tom Kelly: Yes, Janet Mueller: Yes, Eric Peterka: Yes

The advertisement for this meeting will be published in The Courier Times the Thursday prior to the meeting and an agenda for such meeting will be available for public inspection at the administration office 3 days prior to the meeting.

14. Adjournment

Meeting was adjourned at 7:00 p.m.

07/11/2026 4:00 PM

July 2026 General Checks

User ID: AJM

Payee Type: Vendor

Check Type: Check

Checking Account ID: 01

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
42558	07/13/2026				AMAZCAPISE	Amazon Capital Services	117.15
42559	07/13/2026				AMPLEDUC	Amplify Education, Inc	1,453.76
42560	07/13/2026				APPLCOMP	Apple	1,747.50
42561	07/13/2026				BLACHILEN	Black Hills Energy	533.77
42562	07/13/2026				CLEARFLY	Clearly	995.44
42563	07/13/2026				THECOUR	The Courier Times	249.77
42564	07/13/2026				CULLWATE	Culligan Water Conditioning	100.00
42565	07/13/2026				DISCOUNT	Discount School Supply	662.57
42566	07/13/2026				DIVSAFECO	Diversified Safety & Compliance	105.00
42567	07/13/2026				EAKEOFFI	Eakes Office Product	1,456.79
42568	07/13/2026				EPSOPER	EPS Operations, LLC	324.03
42569	07/13/2026				ESU16	Esu #16	993.00
42570	07/13/2026				ESUCOOR	ESU Coordinating Council	80.60
42571	07/13/2026				FLINN	Flinn Scientific Inc	31.49
42572	07/13/2026				GREAPLAI	Great Plains Comm In	402.63
42573	07/13/2026				HILICOOP	Hi-line Cooperative Inc	1,267.54
42574	07/13/2026				HOMELEAS	Hometown Leasing	1,129.02
42575	07/13/2026				INNOFFSOL	Innovative Office Solutions	3.08
42576	07/13/2026				JOURNEYEDC	JourneyEd.com Inc.	1,557.00
42577	07/13/2026				KCAV	Kansas City Audio Visual	7,664.88
42578	07/13/2026				KSB	KSB School Law	658.00
42579	07/13/2026				LEARWOTEA	Learning Without Tears	2,171.02
42580	07/13/2026				MARCBRENAS	Marcia Brenner Associates	1,525.00
42581	07/13/2026				MATLEACEN	The Math Learning Center	2,618.00
42582	07/13/2026				MATHSON	Matheson Tri-Gas Inc	79.80
42583	07/13/2026				MCCOPSYCSO	McConnell Psychological Solutions	7,231.00
42584	07/13/2026				MCCOKENN	Kenny McConnell	1,635.00
42585	07/13/2026				MCGRHILL	Mcgraw Hill School Publishing	3,276.55
42586	07/13/2026				MCI	MCI Residential Service	80.00
42587	07/13/2026				MENARDS	Menards - North Platte	1,184.39
42588	07/13/2026				MIDWEALSER	Midwest Alarm Services	156.18
42589	07/13/2026				NEBASSO	Neb Assoc Of Sch Bds	185.00
42590	07/13/2026				NPPD	Nebraska Public Power District	4,759.92
42591	07/13/2026				PARCSCICO	Parco Scientific Company	307.00
42592	07/13/2026				PEARSON	Pearson Education	1,085.00
42593	07/13/2026				PRONFUEL	Pronto Fuel, LLC	803.86
42594	07/13/2026				PYRSCH	Pyramid School Products	1,147.70
42595	07/13/2026				QUAVEDINC	QuaverEd, Inc.	2,100.00
42596	07/13/2026				RAMSSOLU	Ramsey Solutions	337.35
42597	07/13/2026				RANKSALE	Rankin Sales & Service	209.95
42598	07/13/2026				ROTEPLUM	Rotert Plumbing	1,887.40
42599	07/13/2026				SCHOLINC	Scholastic Inc	388.48
42600	07/13/2026				SNELL	Snell Services Inc.	3,953.00
42601	07/13/2026				SOFTUNLI	Software Unlimited Inc	6,350.00
42602	07/13/2026				STAPADV	Staples Advantage	462.82
42603	07/13/2026				SUTHFARMAU	Sutherland Farm & Auto Supply	389.08
42604	07/13/2026				TIMEMGTSYS	Time Management Systems Inc	2,132.41
42605	07/13/2026				USBANK	U.S. Bank	2,209.91
42606	07/13/2026				UNITECH	Unitech	196.00
42607	07/13/2026				VANDIESUP	Van Diest Supply Co	764.13
42608	07/13/2026				VERIZON	Verizon Wireless	63.00
42609	07/13/2026				VILLOFSU	Village Of Sutherland	1,285.87
42610	07/13/2026				WILKARCH	Wilkins Architecture Design Planning LLC	1,921.95

Checking Account ID: 01

Void Total: 0.00 Total without Voids: 74,429.79

Check Type Total: Check

Void Total: 0.00 Total without Voids: 74,429.79

Payee Type Total: Vendor

Void Total: 0.00 Total without Voids: 74,429.79

Payroll \$337,155.41

Expenditures 74,429.79

TOTAL \$411,585.20

Grand Total:

Void Total: 0.00 Total without Voids: 74,429.79

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July 2026

User ID: AJM

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 01		Fund Number 01	General Fund	
	20260711	Amazon Capital Services	07/11/2026	117.15
01 2610 610 000		supplies		60.88
01 1100 610 000		supplies		56.27
Total Amazon Capital Services				117.15
	INV-467674	Amplify Education, Inc	07/11/2026	1,453.76
01 1100 610 002		Dibels		1,453.76
Total Amplify Education, Inc				1,453.76
	MCB1388579	Apple	07/11/2026	1,747.50
01 1100 610 001		laptop bags		1,747.50
Total Apple				1,747.50
	20260711	Black Hills Energy	07/11/2026	533.77
01 2610 621 000		natural gas		533.77
Total Black Hills Energy				533.77
	INV833128	Clearfly	07/11/2026	995.44
01 2510 382 000		phones		995.44
Total Clearfly				995.44
	20260711	Courier Times, The	07/11/2026	249.77
01 2510 540 000		advertising		249.77
Total Courier Times, The				249.77
	20260711	Culligan Water Conditioning	07/11/2026	100.00
01 2610 610 000		rentals		100.00
Total Culligan Water Conditioning				100.00
	O112240840101	Discount School Supply	07/11/2026	662.57
01 1100 610 000		supplies		662.57
Total Discount School Supply				662.57
	26-063034	Diversified Safety & Compliance	07/11/2026	105.00
01 2710 890 000		random screening		105.00
Total Diversified Safety & Compliance				105.00
	20260711	Eakes Office Product	07/11/2026	1,456.79
01 2610 610 000		supplies		423.63
01 2120 610 001		supplies		90.00
01 2510 443 000		copies		943.16
Total Eakes Office Product				1,456.79
	20260711	EPS Operations, LLC	07/11/2026	324.03
01 1200 610 002		spire		324.03
Total EPS Operations, LLC				324.03
	20260711	Esu #16	07/11/2026	993.00
01 1200 643 000		srs fees		993.00
Total Esu #16				993.00
	3455	ESU Coordinating Council	07/11/2026	80.60

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User ID: AJM

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
01 2220 640 000		world book	80.60	
Total	ESU Coordinating Council		80.60	
	3269162	Flinn Scientific Inc	07/11/2026	31.49
01 1100 610 001		supplies	31.49	
Total	Flinn Scientific Inc		31.49	
	20260711	Great Plains Comm In	07/11/2026	402.63
01 2510 382 000		telephones	402.63	
Total	Great Plains Comm In		402.63	
	20260711	Hi-line Cooperative Inc	07/11/2026	1,267.54
01 2730 431 000		oil changes, tires	1,267.54	
Total	Hi-line Cooperative Inc		1,267.54	
	20260711	Hometown Leasing	07/11/2026	1,129.02
01 2510 443 000		copier lease	1,129.02	
Total	Hometown Leasing		1,129.02	
	IN5145402	Innovative Office Solutions	07/11/2026	3.08
01 1100 610 000		supplies	3.08	
Total	Innovative Office Solutions		3.08	
	Quote S01572	JourneyEd.com Inc.	07/11/2026	1,557.00
01 1100 643 000		microsoft office	1,557.00	
Total	JourneyEd.com Inc.		1,557.00	
	63097	Kansas City Audio Visual	07/11/2026	7,664.88
01 3400 610 002		interactive tvs	1,500.00	
01 1100 731 002		interactive tvs	3,609.92	
01 1100 731 001		interactive tvs	2,554.96	
Total	Kansas City Audio Visual		7,664.88	
	20260711	KSB School Law	07/11/2026	658.00
01 2330 317 000		legal services	658.00	
Total	KSB School Law		658.00	
	INV253434	Learning Without Tears	07/11/2026	2,171.02
01 1100 610 002		supplies	2,171.02	
Total	Learning Without Tears		2,171.02	
	262708	Marcia Brenner Associates	07/11/2026	1,525.00
01 1100 643 000		plug ins for powerschool	1,525.00	
Total	Marcia Brenner Associates		1,525.00	
	80899	Math Learning Center, The	07/11/2026	2,618.00
01 1100 610 002		supplies	2,618.00	
Total	Math Learning Center, The		2,618.00	
	20260711	Matheson Tri-Gas Inc	07/11/2026	79.80
01 1100 443 001		rental	79.80	
Total	Matheson Tri-Gas Inc		79.80	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	20260711	McConnell Psychological Solutions	07/11/2026	7,231.00
01 2140 320 000		mental health	818.66	
01 2141 591 001		psychology	2,068.63	
01 2141 591 002		psychology	2,068.63	
01 1200 340 001		sped director	965.83	
01 1200 340 002		sped director	965.83	
01 1200 340 002		early childhood	343.42	
Total	McConnell Psychological Solutions		7,231.00	
	503831	McConnell, Kenny	07/11/2026	1,635.00
01 2620 431 000		shed gutters	1,635.00	
Total	McConnell, Kenny		1,635.00	
	20260711	Mcgraw Hill School Publishing	07/11/2026	3,276.55
01 1100 610 001		supplies	2,956.74	
01 1100 610 002		supplies	319.81	
Total	Mcgraw Hill School Publishing		3,276.55	
	20260711	MCI Residential Service	07/11/2026	80.00
01 2510 382 000		long distance	80.00	
Total	MCI Residential Service		80.00	
	20260711	Menards - North Platte	07/11/2026	1,184.39
01 2610 610 000		supplies	1,184.39	
Total	Menards - North Platte		1,184.39	
	543976	Midwest Alarm Services	07/11/2026	156.18
01 2620 431 000		subscription	156.18	
Total	Midwest Alarm Services		156.18	
	20260711	Neb Assoc Of Sch Bds	07/11/2026	185.00
01 2320 810 000		law conference	185.00	
Total	Neb Assoc Of Sch Bds		185.00	
	20260711	Nebraska Public Power District	07/11/2026	4,759.92
01 2610 621 000		electricity	4,759.92	
Total	Nebraska Public Power District		4,759.92	
	PU125500	Parco Scientific Company	07/11/2026	307.00
01 1100 610 001		supplies	307.00	
Total	Parco Scientific Company		307.00	
	20260711	Pearson Education	07/11/2026	1,085.00
01 1100 640 001		curriculum	1,085.00	
Total	Pearson Education		1,085.00	
	20260711	Pronto Fuel, LLC	07/11/2026	803.86
01 2710 626 000		gas	803.86	
Total	Pronto Fuel, LLC		803.86	
	20260711	Pyramid School Products	07/11/2026	1,147.70
01 1100 610 002		supplies	1,147.70	

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User ID: AJM

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
Total	Pyramid School Products			1,147.70
	62604-1	QuaverEd, Inc.	07/11/2026	2,100.00
01 1100 643 002		music curriculum		2,100.00
Total	QuaverEd, Inc.			2,100.00
	INV3393066	Ramsey Solutions	07/11/2026	337.35
01 1100 643 001		personal finance		337.35
Total	Ramsey Solutions			337.35
	75657	Rankin Sales & Service	07/11/2026	209.95
01 2730 431 000		repairs		209.95
Total	Rankin Sales & Service			209.95
	4557	Rotert Plumbing	07/11/2026	1,887.40
01 2620 431 000		dishwasher faucet, room 16 & 9		1,887.40
Total	Rotert Plumbing			1,887.40
	87781790	Scholastic Inc	07/11/2026	388.48
01 1100 610 002		supplies		388.48
Total	Scholastic Inc			388.48
	14087	Snell Services Inc.	07/11/2026	3,953.00
01 2620 431 000		pipe maintenance		3,953.00
Total	Snell Services Inc.			3,953.00
	20260711	Software Unlimited Inc	07/11/2026	6,350.00
01 2510 643 000		annual fee		6,350.00
Total	Software Unlimited Inc			6,350.00
	20260711	Staples Advantage	07/11/2026	462.82
01 1100 610 002		supplies		462.82
Total	Staples Advantage			462.82
	20260711	Sutherland Farm & Auto Supply	07/11/2026	389.08
01 2610 610 000		supplies		389.08
Total	Sutherland Farm & Auto Supply			389.08
	367076	Time Management Systems Inc	07/11/2026	2,132.41
01 2510 643 000		annual fee		2,132.41
Total	Time Management Systems Inc			2,132.41
	20260711	U.S. Bank	07/11/2026	2,209.91
01 1100 650 000		supplies		857.80
01 2610 610 000		supplies		547.59
01 2710 626 000		gas		233.77
01 2510 531 000		postage		11.61
01 1100 643 000		subscription		400.00
01 2220 890 000		subscription		149.99
01 2710 890 000		other exp		9.15
Total	U.S. Bank			2,209.91
	13818A	Unitech	07/11/2026	196.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 610 000		cleaner		196.00
Total Unitech				196.00
	20260711	Van Diest Supply Co	07/11/2026	764.13
01 2630 431 000		chemicals		764.13
Total Van Diest Supply Co				764.13
	20260711	Verizon Wireless	07/11/2026	63.00
01 2510 382 000		phone		63.00
Total Verizon Wireless				63.00
	20260711	Village Of Sutherland	07/11/2026	1,285.87
01 2610 410 000		water & sewer		1,285.87
Total Village Of Sutherland				1,285.87
	7456	Wilkins Architecture Design Planning LLC	07/11/2026	1,921.95
01 2620 431 000		misc projects		1,921.95
Total Wilkins Architecture Design Planning LLC				1,921.95
Fund Number 01				74,429.79
Checking Account ID 01				74,429.79

BUILDING FUND

Paulsen

113,126.76

\$ 113,126.76

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

Only children disenrolling to attend an ~~accredited~~ exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the

superintendent with a copy of the signed request submitted to the State Department of Education for attending accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

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

Excused Absences - Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences – Others

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

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

- 4. Death or serious illness of the student's family member**
- 5. Attending a funeral**
- 6. Appearance at court or for other legal matters**
- 7. Observance of religious holidays of the student's own faith**
- 8. College planning visits (Juniors and Seniors only)**

~~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.~~

- ~~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:~~
- ~~a. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.~~
 - ~~b. Other absences as determined by the principal or the principal's designee.~~

~~Not School Excused Absences~~

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

- ~~A. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to: illness, vacations, etc.~~
- ~~B. Other absences are those in which the parent has not communicated a reason for the student's absence.~~

~~Absence Procedure~~

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

~~A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office. Two school days will be~~

~~allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.~~

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance and may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than 20 per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer must file a report with the county attorney of the county in which the student resides.

Making Up Absences (Optional – Remove or revise based on your District's practices.)

When a student receives **10** unexcused absences in a specific class period or the hourly equivalent in any semester, the student may be required to make up those absences through attendance in **Summer School**. Absences shall be made up at a rate of **One hour for each class period missed due to an unexcused absence.**

Adopted on: November 15, 2017

Revised on: **July 13, 2026**

Reviewed on: August 21, 2023

Attendance Improvement Plan Document

<https://docs.google.com/document/d/1-oMDROiftRaOHO7HJlhJDDPPkATWeXYdj2iPfKB1RMk/edit?usp=sharing>

6037

Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

[OPTION 1: PRINCIPAL OR SUPERINTENDENT REVIEW] The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the building principal or to superintendent if there is no principal assigned to the building. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/or supports student development and learning;

6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The building principal or superintendent will review the library material request and inform the requester whether the material will be accepted or denied. Materials which require expenditure of district funds will be processed consistently with the district's purchasing and procurement policies and practices. There is no appeal from this determination.

[OPTION 2: COMMITTEE REVIEW] The superintendent will establish a library material review committee on an as-needed basis, consisting of at least one administrator, one teacher, and the librarian or media specialist. If the district has no assigned librarian or media specialist, then the committee will include two administrators and a teacher. The superintendent may appoint any teacher he or she deems appropriate based on availability and expertise related to the requested materials.

The school librarian, media specialist, or any individual requesting inclusion of library materials is responsible for submitting the request in writing to the library material review committee. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The committee will review the requested materials within the timeframe established by the superintendent. In the event the committee does not agree on a particular request, the administrator makes the final determination. There is no appeal from this determination.

[**OPTION 3: BOARD COMMITTEE REVIEW—DISCOURAGED, BUT LAWFUL**]. The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the superintendent. The superintendent will review the request(s) with the curriculum committee of the board, who will make a recommendation to the board for approval or denial of the request.

The request must include the following:

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

There is no appeal from the determination of the board.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (*i.e.*, a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

[**OPTION 1: SUPERINTENDENT REVIEW**] If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must

complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request within a reasonable time after receiving it. The superintendent may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The superintendent may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the superintendent deems appropriate. The superintendent's decision regarding the review will be communicated to the requester in writing.

The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

[OPTION 2: BOARD COMMITTEE REVIEW] If the parent or patron is unsatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request with the board curriculum committee within a reasonable time after receiving it. The committee may consult with or seek input from the school's librarian or media specialist, staff, and legal counsel at its discretion. The committee will make a recommendation to the board to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination or recommendation the committee deems appropriate. The board will review the request, consider the committee's recommendation, and make a determination regarding the requested review. The decision regarding the review will be communicated to the requester in writing by the superintendent.

The decision of the board is final, and there is no appeal regarding the review of library material.

Additional Rules for Library Media Review. Unless the superintendent decides otherwise, the library material will remain in circulation while a review is pending. Unless otherwise required by law, no library material will be reviewed again within 4 years after a requested review is completed. Any parent or patron requesting review of multiple library materials may only request a maximum of 5 materials to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party. Nothing in this policy

prohibits the superintendent or their designee from reviewing library material outside of the review process contained in this policy and taking any action the superintendent or their designee deems appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6037 Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

The responsibility for coordinating the selection of library media materials and making recommendations for purchase is delegated to the professionally trained library media personnel. These library media materials will align with the current mission, vision, and policies of Sutherland Public Schools.

Library Materials Parent Permission Form. At the beginning of each school year, each parent/guardian is responsible for filling out and submitting the Library Materials Parent Permission Form along with all other annual paperwork. Students that do not have this signed permission form, will not be authorized to check-out any library materials. However, if a previously signed permission form is on file, the student will be able to check out previously approved materials from their parent/guardian until an updated form is signed by the parent/guardian.

Reconsideration of Library Materials. If a concerned student, parent, or community member would like the administration to review a specific library and/or book fair material(s) and its availability in the school library, a reconsideration form must be completed and submitted to either principal.

The phases of the reconsideration process will be as follows:

Phase I: Reconsideration Policy is Submitted to Principal(s). Principals shall make their recommendation. If the filing concerned student, parent, or community member is not satisfied with the rationale and decision provided by the principal team, an appeal can be made to the Superintendent for review.

Phase II: Reconsideration Policy is Submitted to the Superintendent. The superintendent shall make the final decision on the availability of the material(s) within Sutherland Public Schools. The rationale and decision will be provided to the filing concerned student, parent, or community member. However, if the decision is made to remove the item from the Sutherland Public Schools library, the superintendent will then confer with a committee made up of, but not limited to: A certified librarian, a community representative, school psychologist, superintendents, administrators, teachers, or district lawyers.

Adopted on: July 18, 2022

Revised on: 11/14/22

Reviewed on: 11/14/ 2022

Right to Access to School Library Materials

Definitions. As used in this policy,

- “Parent” means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district’s library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent’s student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: July 13, 2026

Revised on: _____

Reviewed on: _____

Double G Professional Services LLC

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North Platte, NE 69101 USA
(308) 520-7870
alex.gonzalez.0183@gmail.com

Estimate

ADDRESS
Sutherland public schools. Tyrel Fear

ESTIMATE
DATE

1152
06/22/2026

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Track concrete	6x4 panels x 8. \$ 2,304 Discus pad remove old replace with new set sleeves for poles. \$ 5,136 Sloped panels behind concessions remove an replace.\$ 3,168 Sidewalk to track on north side. \$ 1,430	1	0.00	0.00T
SUBTOTAL				0.00
TAX				0.00
TOTAL				\$0.00

Accepted By

Accepted Date