

Mitchell Public Schools Board of Education
Meeting
Monday, July 13, 2026 7:30 PM
High School Library
1819 19th Ave
Mitchell, NE 69357

1. 7:00 PreMeeting Committee Meeting: Budgeting w/Transportation Needs

2. Call to Order

3. Roll call

4. Consent agenda

- 4.1. Excuse absent board members

- 4.2. Adopt agenda

4.3. Approve board minutes

4.4. Approve Expenditures

4.5. Sale/Disposal of District Property

5. From the community

6. Sharing of Excellence

7. Teacher Representative

8. Strategic Plan Focus

9. Old Business

9.1. Update on Summer Projects

10. New Business

10.1. Discussion of Budget

10.2. School Policies: Transition Process: First Read

10.3. Approve the Hire of Mrs. Megan Kelley for 7-8th English Language Arts for the
2026-2027 School Year

10.4. Approve Lunch Prices for the 2026-2027 School Year

10.5. Consider Track and Field Updates/Purchases

10.6. Approve Additional Base Growth Percentage by Up to 6% for the 2026-2027 School Year

10.7. Approve Annual Membership Dues for NRCSA (\$850.00)

10.8. Approve Staff Handbooks for the 2026-2027 School Year

10.9. Approve Student Handbooks for the 2026-2027 School Year

11. Reports and Proposals

11.1. From the Board

11.2. From Administration

12. Dates to Remember

13. Adjourn

Mitchell Public Schools Board of Education Meeting
High School Library
Monday, June 8, 2026 7:30 P.M.

1. 7:00 P.M. Committee Work Time: Negotiations
2. Call to Order at 7:30 P.M.
3. Roll Call
4. Consent Agenda

Motion to approve the consent agenda as presented, passed with a motion by Paul Pieper and a second by Dustan Keener. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

4.1 Excuse Absent Board Member(s)

4.2 Adopt Agenda

4.3 Approve Board Minutes

4.4 Approve Expenditures

1. Payroll: \$698,776.02; Flex Pay Out: \$73,680.44

2. General Fund Bills Payable: \$173,881.80

4.5 Sale/Disposal of District Property

5. From The Community

6. Sharing of Excellence

7. Teacher Representative

Discussion: Mr. Nick Kuxhausen, Secondary Educator reported that Summer Weights has been well attended.

8. Strategic Plan Focus: Negotiations Committee- Focus on Our People

Discussion: Mr. Doug Keener reported on maintaining staff morale and that negotiations will begin in November.

9. Old Business

10. New Business

10.1 Discussion of Budget

Discussion: Dr. Urbanek reported on the 2025-2026 school year budget and 2026-2027 Tax Levy and Evaluations.

10.2 Review School Policies

Discussion: The Board reviewed the following policies: 503.03- Absences Excused, 606.50- CIPA Compliant Internet Safety. 607.02- School Ceremonies, 607.05- Student Field Trips, 607.06- Collection of Money and 607.10- Classroom Environment.

Motion to rescind Policy 607.02- Ceremonies, passed with a motion by Doug Keener and a second by Mark Spencer. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

10.3 Possible Approval of Allo Phone System and Service Proposal

Motion to approve the Allo Phone System and Service Proposal in the monthly amount of \$1,795.40, passed with a motion by Dustan Keener and a second by Brad Helgerson. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

10.4 Policy #402.15- Staff Conduct with Students

Discussion: Dr. Urbanek stated that she will be reviewing Policy #402.15- Staff Conduct with Students at the fall staff meetings.

10.5 Accept the Retirement of Mrs. Karin Law

Motion to accept the retirement of Mrs. Karin Law, Secondary English Educator and thanks for her years of service and dedication to Mitchell Public Schools passed with a motion by Doug Keener and a second by Mark Spencer. Brad Helgerson: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

10.6 Consider Electrical Upgrade for Concession Stand

Motion to approve the AE Services bid for concession stand electrical upgrade not to exceed \$15,195.00 with the inclusion that the Buildings and Grounds Committee are actively involved in the project(s), passed with a

motion by Brad Helgersen and a second by Paul Pieper. Brad Helgersen: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

11. Reports and Proposals

11.1 From the Board

Board Vice President- Mr. Brad Helgersen stated that there will be a VALTS meeting on June 9th.

11.2 From the Administration

The Board accepted the Administration's written reports and thanked Mr. Paul Newland for his service and dedication to Mitchell Public Schools.

12. Dates to Remember

13. Adjourn

Motion to adjourn at 8:24 P.M., passed with a motion by Doug Keener and a second by Paul Pieper. Brad Helgersen: Yea, Jeff Jenkins: Yea, Doug Keener: Yea, Dustan Keener: Yea, Paul Pieper: Yea, Mark Spencer: Yea. Yea: 6, Nay: 0

/s/ Jeff Jenkins
Chairperson

/s/ Katherine Urbanek
Superintendent

07/08/2026 10:47 AM

Unposted; Batch Description July 2026 Payroll-0001; Check Number 15 Records
Selected; Check Type Check

User ID: KLM

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
53961	07/20/2026				SECFIN	ASSURITY LIFE INSURANCE COMPANY	10.70
53962	07/20/2026				BCBSNE	BLUE CROSS BLUE SHIELD OF NE	69,929.72
53963	07/20/2026				EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	113,045.77
53964	07/20/2026				HOMAIN	HORACE MANN INSURANCE COMPANY	2,391.96
53965	07/20/2026				HORACEMAN1	Horace Mann Insurance Company	1,239.94
53966	07/20/2026				HORACEMANN	Horace Mann Life Insurance Company	5,382.21
53967	07/20/2026				GUARDIAN	Madison National Life	610.50
53968	07/20/2026				MADNAT	MADISON NATIONAL LIFE	918.65
53969	07/20/2026				MGTRUST	MATRIX TRUST COMPANY (DEN)	300.00
53970	07/20/2026				MCCARTNEYT	ERIN MCCARTNEY, TRUSTEE	600.00
53971	07/20/2026				NCSPC	NEBRASKA CHILD SUPPORT PAYMENT CENTER	847.00
53972	07/20/2026				SITNE	NEBRASKA DEPARTMENT OF REVENUE	14,998.67
53973	07/20/2026				RET	NEBRASKA SCHOOL RETIREMENT SYS	74,793.90
53974	07/20/2026				PINNBANK	PINNACLE BANK	5,494.74
53975	07/20/2026				GUALIF	Vision Service Plan (CT)	741.64
Check Type Total:		Check		Void Total:		0.00	Total without Voids: 291,305.40
Checking Account Total:		1		Void Total:		0.00	Total without Voids: 291,305.40
Grand Total:				Void Total:		0.00	Total without Voids: 291,305.40

Summary of Account Activity	
Account Ending In	1295
Previous Balance	\$9,193.17
Payments	\$9,242.81
Other Credits	\$0.00
Purchases & Debits	\$7,899.36
Purchases	\$7,899.36
Balance Transfers	\$0.00
Cash Advances	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$7,849.72
Statement Open/Close Date	06/03/2026 - 07/02/2026
Days in Billing Cycle	30
Credit Limit	\$12,500.00
Available Credit	\$4,650.00
Cash Limit	\$12,500.00
Available Cash	\$4,650.00

Questions? View your account information online at www.pinnbank.com or call our Customer Service Center toll free at 1-855-325-0903 or 1-571-526-3513.

Send Billing Inquiries and Correspondence to:
P.O. Box 2087, Omaha, NE 68103-2087

Mail Payments to: P.O. Box 2711, Omaha, NE 68103-2711

Payment Information		
New Balance		\$7,849.72
Payment Due Date		07/27/2026
Minimum Payment Due		\$236.00
Late Payment Warning:		
If we do not receive your minimum payment by the date listed above, you may have to pay a late fee up to \$0.00.		
Minimum Payment Warning:		
If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:		
If you make no additional charges using this account and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Only the Minimum Payment	10 years	\$7,850.00
\$218.00	3 years	\$7,850.00 (Savings = \$0.00)
If you would like information about credit counseling services, call 1-855-325-0903		

REWARD SUMMARY	
Beginning Points	619,964
Points Earned	7,971
Points Redeemed	0
Points Expired	3,663
New Points Balance	316,364
Points Expiring First of Next Month	2,336

TEAR OFF THIS PAYMENT STUB AND MAIL WITH YOUR CHECK OR MONEY ORDER TO THE ADDRESS BELOW.

Pinnacle Bank
5651 S 59th St.
Lincoln NE 68516-2388

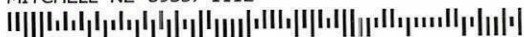


Account Ending In 1295
Payment Due Date 07/27/2026
New Balance \$7,849.72
Minimum Payment Due \$236.00

Make Check Payable To:

\$

MITCHELL PUBLIC SCHOOLS
1819 19TH AVE
MITCHELL NE 69357-1112



Pinnacle Bank
P.O. Box 2711
Omaha NE 68103-2711



447996212050282300000023600000007849720



Account Summary					
Type of Balance	Ending Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate (ADB)	Interest Charge	Promo End Date
Purchases	\$7,849.72	0.00%	\$0.00	\$0.00	
Cash Advance	\$0.00	0.00%	\$0.00	\$0.00	
Balance Transfer	\$0.00	0.00%	\$0.00	\$0.00	

Important Information					
THANK YOU FOR CHOOSING PINNACLE BANK FOR YOUR CREDIT CARD NEEDS.					
REWARDS SUMMARY REFLECTS POINTS ACTIVITY THROUGH THE END OF THE PREVIOUS MONTH. ALWAYS REFER TO YOUR UCHOOSE REWARDS ONLINE ACCOUNT FOR YOUR CURRENT POINTS BALANCE.					

Payments and Credits					
Post Date	Tran Date			Reference Number	
Payments					\$ Amount
MITCHELL PUBLIC SCHOOLS				XXXX XXXX XXXX 1295	\$9,242.81-
06/15	06/15	Payment Mail Thank You	Lincoln	Ne 7447996HN1XGY2HF3	\$9,242.81-

Purchases and Debits					
Post Date	Tran Date			Reference Number	
MITCHELL PUBLIC SCHOOLS				XXXX XXXX XXXX 1295	Total Activity \$7,328.51
06/07	06/07	Newegg Marketplace	800-390-1119 Ca	2411641HENLXRR88L	\$28.36
06/10	06/10	Nebraskagov Subscriber	800-7478177 Ne	2471705HJ4NGXXGBZ	\$8.00
06/11	06/11	Gih*Globalindustrialeq	800-645-2986 FI	2469216HJBNBJM2SQ	\$240.15
06/13	06/13	Gih*Globalindustrialeq	800-645-2986 FI	2469216HLBPPLGRSS	\$240.16
06/17	06/17	The Webstaurant Store Inc	717-392-7472 Pa	2411343HT2XF7GFLW	\$1,845.77
06/17	06/17	The Webstaurant Store Inc	717-392-7472 Pa	2411343HT2XF7GFP8	\$3,998.00
06/17	06/17	Sp Ecr4kids Ecr4kids.Com	Ca	2449216HT2X4BB2LR	\$824.95
06/18	06/18	Sp Restaurant Supply Restaurantsup	FI	2400077HT2X4V7GDP	\$143.12
MITCHELL PUB SCHL 1				XXXX XXXX XXXX 4772	Total Activity \$147.68
06/16	06/16	Phillips 66 - Speedee Mar Kearney	Ne	2403454HP034JW8K3	\$67.03
06/16	06/16	Phillips 66 - Speedee Mar Kearney	Ne	2403454HP034Q8XYQ	\$80.65
MITCHELL PUB SCHL 3				XXXX XXXX XXXX 0533	Total Activity \$215.00
06/26	06/26	Slp Toolkit Siptoolkit.Co	Az	2401134J22X6EWDH8	\$215.00
MITCHELL PUB SCHL 2				XXXX XXXX XXXX 0657	Total Activity \$208.17
06/03	06/02	Cenex-Legacy Cooperative Bridgeport	Ne	2494300HAQVYZENZD	\$64.17
06/05	06/05	Grammarly Co*Ova88dh Grammarly.Com	Ca	2401134HQ2X7VGHV3	\$144.00

2026 Total Year-To-Date		
Total Fees charged in 2026		\$0.00
Total Interest charged in 2026		\$0.00



Corporate Account Name: MITCHELL PUBLIC SCHOOLS
Account Name: MITCHELL SCHOOLS

Corporate Number: 00005587
Account Ending In: 9900

Summary of Account Activity

Previous Account Balance	\$316.79	Statement Open/Close Date	06/03/2026 - 07/02/2026
Payments and Credits	\$316.79	Days This Period	30
Purchases and Debits	\$684.34	Credit Limit	\$12,500.00
Cash Advances	\$0.00	Available Credit	\$11,815.00
Fees	\$0.00	Cash Limit	\$0.00
Finance Charges	\$0.00	Available Cash	\$0.00
New Ending Balance	\$684.34	Payment Due Date	07/27/2026
		Payment Amount Due	\$684.34

Questions? View your account information online at www.pinnbank.com or call our Customer Service Center toll free at 1-855-325-0903 or 1-571-526-3513.

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Mail Payments to: P.O. Box 2711, Omaha, NE 68103-2711

Pinnacle Bank
5651 S 59th St.
Lincoln NE 68516-2388



Account Ending In 9900
Payment Due Date 07/27/2026
New Balance \$684.34
Minimum Payment Due \$684.34

Make Check Payable To:

\$

MITCHELL SCHOOLS
MITCHELL PUBLIC SCHOOLS
1819 19TH AVE
MITCHELL NE 69357-1112

Pinnacle Bank
P.O. Box 2711
Omaha NE 68103-2711

434012412510546900000068434000000684346



Reward Summary	
Beginning Points	104,065
Points Earned	536
Points Redeemed	0
Points Expired	0
New Points Balance	52,727
Points Expiring First of Next Month	0

Important Information

THANK YOU FOR CHOOSING PINNACLE BANK FOR YOUR CREDIT CARD NEEDS.

REWARDS SUMMARY REFLECTS POINTS ACTIVITY THROUGH THE END OF THE PREVIOUS MONTH.
ALWAYS REFER TO YOUR UCHOOSE REWARDS ONLINE ACCOUNT FOR YOUR CURRENT POINTS BALANCE.

Transactions

Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
06/15	06/15	7447996HN1XGY2GR5	PAYMENT MAIL THANK YOU LINCOLN NE	\$316.79-
06/07	06/07	2411641HFNMBPLVH	PUMP & PANTRY #54 GRAND ISLAND NE	\$61.01
06/07	06/07	2475542HF4D5S8EG3	MAINSTAY SUITES GRAND ISLAND NE	\$87.30
06/08	06/08	2423168HGNNL9T3XW	PUMP & PANTRY #19 OGALLALA NE	\$45.50
06/28	06/28	2405522J4PQHSFRRW	CANOPY COMMERCE CITY CO	\$113.64
06/28	06/28	2405522J4PQHSFRTQ	CANOPY COMMERCE CITY CO	\$113.64
06/28	06/28	2405522J4PQHSFRT4	CANOPY COMMERCE CITY CO	\$113.64
06/28	06/28	2469216J4BXEESGTF	MAVERIK #05317 BRIGHTO BRIGHTON CO	\$48.79
06/28	06/28	2469216J4BXEESGTP	MAVERIK #05317 BRIGHTO BRIGHTON CO	\$49.47
06/28	06/28	2469216J4BXEESGT7	MAVERIK #05317 BRIGHTO BRIGHTON CO	\$51.35
			Total Activity	\$367.55
			Total Fees This Period	\$0.00
07/02	07/02		Interest Charge on Purchases	\$0.00
07/02	07/02		Interest Charge on Cash Advances	\$0.00
			Total Interest This Period	\$0.00

Finance Charges

Type of Balance	Ending Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate (ADB)	Interest Charge	Promo End Date
Purchases	\$684.34	12.90%	\$0.00	\$0.00	
Cash Advance	\$0.00	12.90%	\$0.00	\$0.00	
Balance Transfer	\$0.00	12.90%	\$0.00	\$0.00	

2026 Total Year-to-Date

Total fees charged in 2026	\$0.00
Total interest charged in 2026	\$0.00

Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
Acco Brands USA LLC	4731852564	53976 48.09
01 1190 610 000 0	2026-2027 COOP	13.74
01 1200 610 002 1	2026-2027 COOP	13.74
01 1100 610 002 1	2026-2027 COOP	13.74
01 1200 610 000 0	2026-2027 COOP	6.87
Total Acco Brands USA LLC		48.09
AllTeam Sportswear	010259	53977 3,012.00
01 2190 610 001 2	GILL Pyramid 5/8" Spikes	15.00
01 2190 610 001 2	Gill G4 Hurdles	2,600.00
01 1100 610 001 2	Shipping	397.00
Total AllTeam Sportswear		3,012.00
AMAZON CAPITAL SERVICES	1144-R3R4-M1N3	53978 99.99
01 2120 610 002 1	Round Kitchen Table	99.99
AMAZON CAPITAL SERVICES	1167-9T4T-HVKQ	53978 48.24
01 1200 610 002 1	Floor Cushion Pillow	48.24
AMAZON CAPITAL SERVICES	11DT-XPPL-C993	53978 780.20
01 3551 610 001 2	47"x19" Stainless Stell Work Table	778.00
01 3551 610 001 2	Shipping	80.00
01 3551 610 001 2	Discount	(77.80)
AMAZON CAPITAL SERVICES	13HP-NVKP-K6N7	53978 113.68
01 1100 610 002 1	Pom Poms, Red	6.99
01 1100 610 002 1	Pom Poms, Black	6.59
01 1100 610 002 1	Pom Poms, Brown	6.59
01 1100 610 002 1	3' Display Rail	65.99
01 1100 610 002 1	Reusable Tote Bags	16.62
01 1100 610 002 1	Manilla Construction Paper	11.91
01 1100 610 002 1	Discount	(1.01)
AMAZON CAPITAL SERVICES	14HG-MMHG-NPJV	53978 52.66
01 1100 610 002 1	65XL Ink Cartridge, Blk	26.75
01 1100 610 002 1	65XL Ink Cartridge, Color	25.91
AMAZON CAPITAL SERVICES	16LN-3MJG-NHVR	53978 1,621.71
01 1200 610 002 1	Ipads	1,495.00
01 1200 610 002 1	Pencil Weights	25.94
01 1200 610 002 1	Pencil Grips	20.82
01 1200 610 002 1	Ipad Cases	79.95
AMAZON CAPITAL SERVICES	16MY-9GYM-DWH4	53978 229.99
01 2610 610 001 2	Coffee Bar Sink	229.99
AMAZON CAPITAL SERVICES	17GR-NJWT-M4QC	53978 334.48
01 2410 610 002 1	Cabinets- Kearns	334.48
AMAZON CAPITAL SERVICES	17M1-TFTH-N9PR	53978 13.87
01 1190 610 000 0	2 Hole Punch	13.87
AMAZON CAPITAL SERVICES	17VP-H1CL-9QMC	53978 259.47
01 1190 610 000 0	Wiggle Googly Eyes	19.78
01 1190 610 000 0	Goose Feathers	7.20
01 1190 610 000 0	Colorful Feathers	9.99
01 1190 610 000 0	Pony Beads	5.49
01 1190 610 000 0	Pony Beads	9.99
01 1190 610 000 0	Pony Beads	34.89

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1190 610 000 0	Plastic Pocket Folder		52.99
01 1190 610 000 0	Self Adhesive Dots		11.98
01 1190 610 000 0	White Velcro Strips		17.08
01 1190 610 000 0	400 PCS Name Tags		12.58
01 1190 610 000 0	Sensory Path Decals		37.95
01 1190 610 000 0	4x6 Photo Albums		39.55
AMAZON CAPITAL SERVICES	17XD-LYJT-CQF1	53978	469.95
01 3551 610 001 2	Coffee Bar Ice Maker		469.95
AMAZON CAPITAL SERVICES	19R1-6KHL-PKNY	53978	396.71
01 1100 610 002 1	Estes Wizard Rockets		179.98
01 1100 610 002 1	Estes Engines		99.80
01 1100 610 002 1	Estes Rockets		16.97
01 1100 610 002 1	Fossil Dig Kit		99.96
AMAZON CAPITAL SERVICES	1C34-R66L-4PQV	53978	211.47
01 1200 610 002 1	Wacky Wednesday		5.98
01 1200 610 002 1	Mr. Brown Can Moo!		5.26
01 1200 610 002 1	Solar System		5.98
01 1200 610 002 1	What Pet Should I Get?		5.25
01 1200 610 002 1	The Foot Book		3.98
01 1200 610 002 1	Are You My Mother?		5.22
01 1200 610 002 1	Storage Bin		17.84
01 1200 610 002 1	Lap Desk		79.98
01 1200 610 002 1	Sign & Return Stamp		9.92
01 1200 610 002 1	Classic Chair Ball		72.06
AMAZON CAPITAL SERVICES	1C34-R66L-61QH	53978	1,445.27
01 1100 610 001 2	Dewalt Cordless Reciprocating Saw		230.30
01 1100 610 001 2	Dewalt Cordless Drill and Impact		298.00
01 1100 610 001 2	Tape Measures		37.99
01 1100 610 001 2	POWERTEC 93 1/2 Bandsaw Blades		29.99
01 1100 610 001 2	POWERTEC 6x48 Sanding Belts		27.99
01 1100 610 001 2	POWERTEC Sanding Discs		19.99
01 1100 610 001 2	089240023710 Mlter Saw Blade		29.99
01 1100 610 001 2	FOXBC Skip Tooth Scroll Saw Blade		9.79
01 1100 610 001 2	Dewalt Drill Bit Set		26.98
01 1100 610 001 2	Lmutexyi Countersink Drill Bit Set		13.98
01 1100 610 001 2	Dewalt Wet/Dry Vac		250.26
01 1100 610 001 2	VEVOR Air Hose Reel		335.60
01 1100 610 001 2	8 in 1 Rafter Square		75.96
01 1100 610 001 2	HARFINGTON 3" Sanding Discs		14.58
01 1100 610 001 2	HARFINGTON 3" Sanding Discs		7.89
01 1100 610 001 2	Aluminum Oxide Sanding Discs		35.98
AMAZON CAPITAL SERVICES	1DNN-L63L-FR1K	53978	538.77
01 1100 610 002 1	Mr. Pen Dry Erasers		17.25
01 1100 610 002 1	Paper Lunch Bags		12.48
01 1100 610 002 1	Clear Glue Dots		31.80
01 1100 610 002 1	Paper Bags		21.65
01 1100 610 002 1	Pencil Pouches		79.94
01 1100 610 002 1	Crayola Crayon Classpack		108.98
01 1100 610 002 1	Sulphite Paper		82.88
01 1100 610 002 1	2 Pocket Folders, Purple		32.28
01 1100 610 002 1	9x12 Tagboard		62.50
01 1100 610 002 1	9x12 Construction Paper, White		31.45
01 1100 610 002 1	Address Labels		8.99
01 1100 610 002 1	9x12 Construction Paper, Brown		12.58
01 1100 610 002 1	Storage Organizer		35.99

Account Number	Invoice Number	Check Number	Amount
AMAZON CAPITAL SERVICES	1FL4-GX7J-JY16	53978	108.63
01 2120 610 002 1	Canon Printer		64.00
01 2120 610 002 1	Baby Wipes		18.99
01 2120 610 002 1	Body Wipes		25.64
AMAZON CAPITAL SERVICES	1H66-YRVG-4V4C	53978	51.83
01 1100 610 002 1	Stickers for Kids		7.89
01 1100 610 002 1	American Football Stickers		5.98
01 1100 610 002 1	Star Stickers		3.99
01 1100 610 002 1	Classroom Stickers		9.99
01 1100 610 002 1	Sticker Charts		11.99
01 1100 610 002 1	Incentive Charts		11.99
AMAZON CAPITAL SERVICES	1HJH-NHPF- YMN1	53979	305.09
01 6200 610 002 1	Classroom Stacking Bins		73.32
01 6200 610 002 1	Pencil Pouches		24.69
01 6200 610 002 1	Wall File Organizer		29.44
01 6200 610 002 1	6x9 Dry Erase Lapboards		20.99
01 6200 610 002 1	Dry Erase Magnetic Labels		8.16
01 6200 610 002 1	12 Tier Rolling File		44.64
01 6200 610 002 1	Accordion File		15.29
01 6200 610 002 1	Accordion File		30.58
01 6200 610 002 1	Classroom Timers		7.99
01 6200 610 002 1	5 Shelf Bookcase		49.99
AMAZON CAPITAL SERVICES	1HJT-VKTN-FGVF	53979	29.06
01 1100 610 002 1	4x6 Picture Frames		29.06
AMAZON CAPITAL SERVICES	1JQK-VGQV- PY3T	53979	129.00
01 2320 810 000 0	Annual Membership		129.00
AMAZON CAPITAL SERVICES	1KFR-KK3L-DKLQ	53979	87.84
01 1100 610 002 1	Mail Sorter Organizer		87.84
AMAZON CAPITAL SERVICES	1KQC-X6V3-HY61	53979	25.84
01 1100 610 001 2	Milescraft 5223 Glue		25.84
AMAZON CAPITAL SERVICES	1KYH-1J6C-HPF1	53979	8.99
01 2410 610 001 2	Supplies- Robbins		8.99
AMAZON CAPITAL SERVICES	1M4G-LRV7- CXPf	53979	26.73
01 1100 610 002 1	Papermate #2 Pencils		26.73
AMAZON CAPITAL SERVICES	1MCL-K3VC-4JV1	53979	78.43
01 1100 610 002 1	Bona Super Court Dusting Pad		44.84
01 1100 610 002 1	Bona Wet Tacking Pad		33.59
AMAZON CAPITAL SERVICES	1MML-MLGJ- L3KK	53979	44.09
01 2410 610 002 1	3" 3-Ring Binders, Blk		44.09
AMAZON CAPITAL SERVICES	1NMT-7639-KRW3	53979	68.11
01 1100 610 002 1	10 Drawer Storage Cart		54.72
01 1100 610 002 1	Incentive Chart		4.99
01 1100 610 002 1	Shipping		8.40
AMAZON CAPITAL SERVICES	1NQV-YK6V- NKXW	53979	516.79
01 1100 610 001 2	LAND Fiberglass Tape Measure		73.48
01 1100 610 001 2	Airzooka		33.20
01 1100 610 001 2	Golf Tube Holders		35.00
01 1100 610 001 2	Snap Circuits		186.66
01 1100 610 001 2	Rocket Igniters		25.68
01 1100 610 001 2	Rocket Igniter Plugs		18.82
01 1100 610 001 2	Victor Mouse Traps		24.78

Account Number	Detail Description	Invoice Number	Check Number	Amount
01 1100 610 001 2	Tumble Buggy Car			60.00
01 1100 610 001 2	Stop Watches			24.99
01 1100 610 001 2	Straws			34.18
AMAZON CAPITAL SERVICES	1PX1-H3QH-6CCQ	53979		102.27
01 1100 610 002 1	Pockets Daily Schedule			9.99
01 1100 610 002 1	Classroom Mailbox Organizer			53.66
01 1100 610 002 1	Shipping			39.32
01 1100 610 002 1	Discount			(0.70)
AMAZON CAPITAL SERVICES	1Q3C-QQY7-QF9J	53979		240.44
01 1200 610 002 1	Weighted Lap Blanket			33.98
01 1200 610 002 1	Whisper Phones			19.98
01 1200 610 002 1	Sensory Stickers			9.99
01 1200 610 002 1	Pea Pod Fidgets			7.99
01 1200 610 002 1	Dry Erase Packets			18.29
01 1200 610 002 1	Fidget Pencil Grips			15.99
01 1200 610 002 1	Textured Fidget Sliders			19.98
01 1200 610 002 1	Pencil Weights			9.99
01 1200 610 002 1	Answer Buzzers			29.99
01 1200 610 002 1	Desk Name Plates			18.04
01 1200 610 002 1	Chair Bands			18.04
01 1200 610 002 1	Number Blocks			29.19
01 1200 610 002 1	Sensory Strips			9.99
01 1200 610 002 1	Discount			(1.00)
AMAZON CAPITAL SERVICES	1Q44-9WHQ-KYTM	53979		440.64
01 1100 610 002 1	Scotch Scissors			11.39
01 1100 610 002 1	Sharpie Metallic			17.97
01 1100 610 002 1	Travel Shoe Bags			79.95
01 1100 610 002 1	Writing Journals			89.25
01 1100 610 002 1	Math Skills Pocket Folders			59.64
01 1100 610 002 1	Pocket Folders			19.99
01 1100 610 002 1	Long Reach Stapler			12.39
01 1100 610 002 1	Avery Labels 1x2 5/8			22.29
01 1100 610 002 1	Avery Labels 1x2 5/8			16.39
01 1100 610 002 1	Rubber Ducks			9.99
01 1100 610 002 1	Big Otters Painting Brushes			42.72
01 1100 610 002 1	Jumbo Magnetic Base 10 Blocks			42.94
01 1100 610 002 1	Arrow Spinner			9.31
01 1100 610 002 1	Magnetic Dry Erasers			11.99
01 1100 610 002 1	Discount			(5.57)
AMAZON CAPITAL SERVICES	1QMW-TL94-JWYT	53979		42.99
01 2410 610 002 1	Pencil Sharpener			42.99
AMAZON CAPITAL SERVICES	1RH1-M7YP-HLH9	53979		19.99
01 2190 610 001 2	Trophy Case Display Stands			19.99
AMAZON CAPITAL SERVICES	1T6W-6HG6-FQQQ	53979		37.92
01 2230 610 000 0	TECH SUPPLIES			37.92
AMAZON CAPITAL SERVICES	1THM-3VVT-Y71C	53980		12.99
01 1200 610 002 1	Keep This Copy Stamp			12.99
AMAZON CAPITAL SERVICES	1VJQ-MGTW-NXJF	53980		1,236.68
01 1100 610 001 2	Turf Rake			30.35
01 1100 610 001 2	Digital Clock			113.04

Account Number	Detail Description	Check Number	Amount
01 1100 610 001 2	Reversible Jerseys		59.99
01 1100 610 001 2	Ipad Tripod		25.59
01 1100 610 001 2	Pickleballs		49.74
01 1100 610 001 2	Dumbbells 80#		239.99
01 1100 610 001 2	Dumbbells 90#		317.99
01 1100 610 001 2	Dumbbells 100#		399.99
AMAZON CAPITAL SERVICES	1VJW-CQ7T-P73H	53980	52.73
01 1100 610 002 1	Rolling Cart		52.73
AMAZON CAPITAL SERVICES	1VQT-1GMP-JLYC	53980	532.84
01 1100 610 002 1	9" Paper Plates		13.17
01 1100 610 002 1	Card Stock		32.37
01 1100 610 002 1	Rit Dye- Tangerine		142.44
01 1100 610 002 1	Name Plates		5.59
01 1100 610 002 1	Manila Drawing Paper		13.93
01 1100 610 002 1	Graduation Caps, Child		69.78
01 1100 610 002 1	Ceramic Round Magnets		59.94
01 1100 610 002 1	Name Labels		11.16
01 1100 610 002 1	Cotton Swabs		10.17
01 1100 610 002 1	Sheet Protectors		14.07
01 1100 610 002 1	Carpet Markers		19.98
01 1100 610 002 1	Glue Dots		14.91
01 1100 610 002 1	Terra Cotta Pots		68.94
01 1100 610 002 1	Ciaell 350 Pcs Rose Gold Dinnerware		56.39
AMAZON CAPITAL SERVICES	1VQT-1GMP-LL9M	53980	42.68
01 1100 610 001 2	FUNSUEI Claw Hammer		42.68
AMAZON CAPITAL SERVICES	1XCX-DNHM-PDYH	53980	389.67
01 3300 610 002 1	Midland Walkie Talkies		52.24
01 3300 610 002 1	33" Air Release Hose		11.49
01 3300 610 002 1	Acrylic Paint Marker		18.99
01 3300 610 002 1	Iron Oxide Powder, Ultramine Blue		8.79
01 3300 610 002 1	Iron Oxide Powder, Green		8.80
01 3300 610 002 1	Iron Oxide Powder,Red		8.79
01 3300 610 002 1	Iron Oxide Powder, Yellow		8.38
01 3300 610 002 1	Glue Guns		24.39
01 3300 610 002 1	Leather Rounds		108.62
01 3300 610 002 1	Pokemon Board Game		69.11
01 3300 610 002 1	Wood Rounds		37.99
01 3300 610 002 1	Crochet Hooks		8.99
01 3300 610 002 1	Crochet Hooks		15.90
01 3300 610 002 1	Sewing Needles		7.19
AMAZON CAPITAL SERVICES	1YFG-C1MC-RNNM	53980	132.56
01 1100 610 001 2	Casio FX-300MS Calculators		54.76
01 1100 610 001 2	Index Cards 3x5		4.85
01 1100 610 001 2	Pencil Top Erasers		5.80
01 1100 610 001 2	Block Erasers		7.99
01 1100 610 001 2	8.5x11 Lined Paper		30.18
01 1100 610 001 2	1/4" Graph Paper		18.02
01 1100 610 001 2	Wood Glue		10.96
Total	AMAZON CAPITAL SERVICES		11,381.29
Blick Art Materials	8123859	53981	278.39
01 1100 610 001 2	2026-2027 COOP		202.49

Account Number	Detail Description	Check Number	Amount
01 1200 610 002 1	2026-2027 COOP		45.24
01 3300 610 002 1	2026-2027 COOP		30.66
Total Blick Art Materials			278.39
BSN SPORTS	934252522	53982	592.93
01 1190 610 000 0	2026-2027 COOP		86.91
01 2610 610 000 0	2026-2027 COOP		449.28
01 2190 610 001 2	2026-2027 COOP		56.74
Total BSN SPORTS			592.93
Carr-Trumbull Lumber DIB 2738	2606-206777	53983	167.72
01 2610 610 001 2	MHS Concession Stand		167.72
Carr-Trumbull Lumber DIB 2738	2606-207014	53983	240.00
01 2610 610 001 2	MHS Concession Stand		240.00
Carr-Trumbull Lumber DIB 2738	2606-207115	53983	30.32
01 2610 610 001 2	MHS Concession Stand		30.32
Total Carr-Trumbull Lumber DIB 2738			438.04
CEV Multimedia, Ltd. and iCEV	INV-19997	53984	5,460.00
01 1100 735 001 2	See Q-87615 for Ag Curriculum		5,460.00
Total CEV Multimedia, Ltd. and iCEV			5,460.00
COMPUTER HARDWARE INC.	169813	53985	27,475.00
01 2230 610 000 0	See Quote 169813 for Teacher Laptops		27,475.00
COMPUTER HARDWARE INC.	170148	53985	4,732.00
01 2230 610 002 1	See Quote 170148 for Dibels Ipads		4,732.00
Total COMPUTER HARDWARE INC.			32,207.00
CONNECTING POINT	36851	53986	524.00
01 1100 610 001 2	Copy Charges		262.00
01 1100 610 002 1	Copy Charges		262.00
Total CONNECTING POINT			524.00
CULLIGAN OF SCOTTSBLUFF	June Stmt. 26A	53987	18.00
01 2620 431 001 2	Supplies		18.00
CULLIGAN OF SCOTTSBLUFF	June Stmt. 26B	53987	127.50
01 2620 431 002 1	Supplies		127.50
Total CULLIGAN OF SCOTTSBLUFF			145.50
DAS State Accounting- Central Finance	1527255	53988	635.74
01 2224 382 000 0	DISTANCE EDUCATION AND TELECOMMUNICATION		635.74
Total DAS State Accounting- Central Finance			635.74
EDUCATIONAL SERVICE UNIT #13	63026	53989	94,329.48
01 1200 591 002 1	PURCHASED SERVICES- ESU		237.02
01 1200 591 001 2	PURCHASED SERVICES- ESU		237.02
01 1200 591 002 1	PURCHASED SERVICES- ESU		6,307.42
01 1200 591 001 2	PURCHASED SERVICES- ESU		667.13
01 6408 591 002 1	PURCHASED SERVICES- ESU 0-2		1,153.44
01 6408 591 002 2	PURCHASED SERVICES- ESU 3-5		1,329.34
01 1200 591 002 1	PURCHASED SERVICES- ESU		3,572.78
01 1200 591 001 2	PURCHASED SERVICES- ESU		1,121.72

Account Number	Detail Description	Invoice Number	Check Number	Amount
01 6408 591 002 1	PURCHASED SERVICES- ESU 0-2			753.30
01 6408 591 002 2	PURCHASED SERVICES- ESU 3-5			906.88
01 1200 591 002 1	PURCHASED SERVICES- ESU			1,863.32
01 1200 591 001 2	PURCHASED SERVICES- ESU			420.88
01 6408 591 002 1	PURCHASED SERVICES- ESU 0-2			1,159.53
01 6408 591 002 2	PURCHASED SERVICES- ESU 3-5			728.31
01 1200 591 002 1	PURCHASED SERVICES- ESU			3,536.22
01 1200 591 001 2	PURCHASED SERVICES- ESU			298.08
01 1200 591 002 1	PURCHASED SERVICES- ESU			15,900.00
01 1200 591 001 2	PURCHASED SERVICES- ESU			12,200.00
01 1200 591 001 2	PURCHASED SERVICES- ESU			91.80
01 1200 591 001 2	PURCHASED SERVICES- ESU			2,300.00
01 6408 591 002 1	PURCHASED SERVICES- ESU 0-2			3,139.29
01 6408 591 002 2	PURCHASED SERVICES- ESU 3-5			3,534.30
01 2712 519 001 2	STUDENT TRANS. SVCS.			1,912.26
01 1200 591 001 2	PURCHASED SERVICES- ESU			3,367.00
01 1200 591 002 1	PURCHASED SERVICES- ESU			183.60
01 1200 591 001 2	PURCHASED SERVICES- ESU			45.90
01 1200 320 002 1	IN SERVICE			112.70
01 2224 340 000 0	OTHER PROF SERVICES			1,862.33
01 1100 591 001 2	PURCHASED SERVICES- ESU			1,497.89
01 1100 591 002 1	PURCHASED SERVICES- ESU			661.30
01 2120 810 001 2	Test Prep			2,936.00
01 1100 561 001 2	VALTS 3rd Qtr 25-26			17,000.00
01 1200 890 000 0	Student Record System			3,267.72
01 2320 330 000 0	STAFF DEVELOPMENT			25.00
Total EDUCATIONAL SERVICE UNIT #13				94,329.48
Educational Service Unit No. 5	06042048	53990		50.00
01 2220 610 002 1	Reading Rally Booklist			50.00
Total Educational Service Unit No. 5				50.00
Egan Supply Co.	415747	53991		378.18
01 2610 610 000 0	2026-2027 COOP			265.50
01 1100 610 001 2	2026-2027 COOP			112.68
Total Egan Supply Co.				378.18
ESU Coordinating Council	COOP003439	53992		375.10
01 2220 642 001 2	World Book			187.55
01 2220 642 002 1	World Book			187.55
Total ESU Coordinating Council				375.10
Fairfield by Marriott Grand Island	200681-877-359	53993		269.90
01 2130 580 000 0	Nurse's Conf. Motel			269.90
Total Fairfield by Marriott Grand Island				269.90
FLOYD'S TRUCK CENTER	R101043989:02b	53994		3,281.75
01 2730 431 000 0	2017 FL Repairs			3,281.75
FLOYD'S TRUCK CENTER	R101043993:02	53994		3,051.31
01 2730 431 000 0	2017 FL Repairs			3,051.31
FLOYD'S TRUCK CENTER	R101044076:01	53994		3,206.55
01 2730 431 000 0	2012 Thomas Maint./DOT			3,206.55
FLOYD'S TRUCK CENTER	R101044236:01	53994		1,588.34
01 2730 431 000 0	2021 Thomas Repairs			1,588.34

Account Number	Detail Description	Invoice Number	Check Number	Amount
Total	FLOYD'S TRUCK CENTER			11,127.95
FOLLETT CONTENT SOLUTIONS LLC	764194	53995		1,673.88
01 2220 640 001 2	See List for 26-27 HS Books			1,673.88
FOLLETT CONTENT SOLUTIONS LLC	764195	53995		1,940.88
01 2220 640 002 1	See List for 26-27 GS Books			1,940.88
FOLLETT CONTENT SOLUTIONS LLC	764195A	53995		468.07
01 2220 640 002 1	See List for 26-27 GS Books			468.07
FOLLETT CONTENT SOLUTIONS LLC	764195B	53995		220.78
01 2220 640 002 1	See List for 26-27 GS Books			220.78
Total	FOLLETT CONTENT SOLUTIONS LLC			4,303.61
GOPHER	IN518888	53996		325.98
01 1100 610 002 1	Rainbow Dodgeballs			310.00
01 1100 610 002 1	Shipping			15.98
Total	GOPHER			325.98
HOME DEPOT	26183	53997		179.00
01 2610 610 001 2	SUPPLIES			179.00
Total	HOME DEPOT			179.00
HOUGHTON MIFFLIN HARCOURT	860584	53998		3,125.00
01 1100 610 001 2	MAP Licensing			1,250.00
01 1100 610 002 1	MAP Licensing			1,875.00
Total	HOUGHTON MIFFLIN HARCOURT			3,125.00
IDEAL LINEN SUPPLY INC	June Stmt. 26a	53999		651.60
01 2620 610 002 1	SUPPLIES			651.60
IDEAL LINEN SUPPLY INC	June Stmt. 26b	53999		838.16
01 2620 610 001 2	SUPPLIES			838.16
Total	IDEAL LINEN SUPPLY INC			1,489.76
Ideal/Bluffs Facility Solutions	510092	54000		25,073.32
01 2610 610 000 0	Towel Tork			13,230.00
01 2610 610 000 0	TT 865 Tork			4,530.00
01 2610 610 000 0	Green Certified Foam Soap			2,877.00
01 2610 610 000 0	C-Fold Paper Towels			860.00
01 2610 610 000 0	Rayon Cut End Mopheads			76.00
01 2610 610 000 0	Liner 40x46			174.00
01 2610 610 000 0	Liner 38x58			226.00
01 2610 610 000 0	Pad Scour Green 6x9			27.98
01 2610 610 000 0	Lambswool Pad 18"			144.00
01 2610 610 000 0	Bowl Swab			11.34
01 2610 610 000 0	Toilet Uri Screen			294.00
01 2610 610 000 0	Bowl Cleaner			212.00
01 2610 610 000 0	Conc. Germicidal Bleach			544.00
01 2610 610 000 0	Pad Black 20"			58.00
01 2610 610 000 0	Plaza Plus Finish			396.00
01 2610 610 000 0	Pro Strip			338.00
01 2610 610 000 0	Stride			469.00
01 2610 610 000 0	Husky Glass Cleaner			138.00
01 2610 610 000 0	Clarke Red Buff 14x20			112.00
01 2610 610 000 0	Glove Lg Blk Nitrile			356.00

Account Number	Detail Description	Invoice Number	Check Number	Amount
Total	Ideal/Bluffs Facility Solutions			25,073.32
Innovative Office Solutions LLC		5149743	54001	1,344.92
01 2230 610 000 0	2026-2027 COOP			121.48
01 1190 610 000 0	2026-2027 COOP			420.87
01 1100 610 002 1	2026-2027 COOP			200.67
01 2320 610 000 0	2026-2027 COOP			21.00
01 1200 610 002 1	2026-2027 COOP			64.28
01 1100 610 001 2	2026-2027 COOP			44.91
01 1200 610 000 0	2026-2027 COOP			15.00
01 1100 610 001 2	2026-2027 COOP			33.52
01 1100 610 001 2	2026-2027 COOP			10.54
01 1200 610 002 1	2026-2027 COOP			50.42
01 3300 610 002 1	2026-2027 COOP			19.00
01 1100 610 001 2	2026-2027 COOP			156.78
01 1100 610 001 2	2026-2027 COOP			114.50
01 1100 610 001 2	2026-2027 COOP			23.01
01 1100 610 001 2	2026-2027 COOP			48.94
Total	Innovative Office Solutions LLC			1,344.92
LEGACY COOPERATIVE		814100487	54002	582.04
01 2710 626 000 0	GAS & DIESEL FUEL			582.04
Total	LEGACY COOPERATIVE			582.04
MCGRAW HILL EDUCATION		140761629001	54003	474.68
01 1200 610 002 1	K Reading Mastery Wkbk A			72.72
01 1200 610 002 1	K Reading Mastery Wkbk B			90.90
01 1200 610 002 1	K Reading Mastery Wkbk C			72.72
01 1200 610 002 1	1st Reading Mastery Wkbk A			72.72
01 1200 610 002 1	1st Reading Mastery Wkbk B			90.90
01 1200 610 002 1	Shipping			74.72
MCGRAW HILL EDUCATION		140761629002	54003	2,731.05
01 1100 610 002 1	Language for Writing, Textbook			705.60
01 1100 610 002 1	Language for Writing, Workbook			1,173.00
01 1100 610 002 1	Language for Writing, Presentation Book			341.61
01 1100 610 002 1	Language for Writing, Presentation Book			341.61
01 1100 610 002 1	Shipping			169.23
MCGRAW HILL EDUCATION		140838677001	54003	30,717.63
01 1200 610 002 1	See Quote TWINC-06042026111350-001 for R			30,717.63
MCGRAW HILL EDUCATION		140843597001	54003	3,500.00
01 1200 610 002 1	See Quote TWINC-06042026111350-001 for R			3,500.00
MCGRAW HILL EDUCATION		140862561001	54003	9,639.61
01 1200 610 002 1	See Quote TWINC-06042026111350-001 for R			9,639.61
MCGRAW HILL EDUCATION		140867348001	54003	2,465.40
01 1200 610 002 1	See Quote TWINC-06042026111350-001 for R			2,465.40
MCGRAW HILL EDUCATION		140870717001	54003	14,276.67
01 1200 610 002 1	See Quote TWINC-06042026111350-001 for R			14,276.67
MCGRAW HILL EDUCATION		140880530001	54003	5,517.29
01 1200 610 002 1	See Quote TWINC-06042026111350-001 for R			5,517.29
MCGRAW HILL EDUCATION		140881300001	54003	1,058.52

Account Number	Detail Description	Invoice Number	Check Number	Amount
01 1200 610 002 1	See Quote TWINC-06042026111350-001 for R			1,058.52
MCGRAW HILL EDUCATION	140893257001	54003		1,582.01
01 1200 610 002 1	See Quote TWINC-06042026111350-001 for R			1,582.01
Total MCGRAW HILL EDUCATION				71,962.86
MENARDS	47470	54004		11.90
01 2610 610 002 1	SUPPLIES			11.90
MENARDS	47671	54004		186.35
01 2610 610 002 1	SUPPLIES			186.35
MENARDS	47928	54004		8.37
01 2610 610 002 1	SUPPLIES			8.37
MENARDS	48053	54004		33.82
01 2610 610 002 1	SUPPLIES			33.82
MENARDS	48458	54004		52.69
01 2610 610 001 2	SUPPLIES			52.69
MENARDS	48495	54004		19.96
01 2610 610 002 1	SUPPLIES			19.96
MENARDS	48803	54004		121.15
01 2610 610 001 2	SUPPLIES			121.15
MENARDS	48845	54004		240.32
01 2610 610 002 1	SUPPLIES			240.32
Total MENARDS				674.56
MF ATHLETIC	INV405111	54005		3,766.60
01 1100 610 001 2	Barbells			683.90
01 1100 610 001 2	Med Ball Racks			234.95
01 1100 610 001 2	Lock Jaw Pro			126.75
01 1100 610 001 2	Squat Pads			78.00
01 1100 610 001 2	Med Ball			109.50
01 1100 610 001 2	Med Ball			118.00
01 1100 610 001 2	Bumper Plates			170.50
01 1100 610 001 2	Foam Plyoboxes- Red			800.00
01 1100 610 001 2	Foam Plyoboxes- Red			550.00
01 1100 610 001 2	Shipping			895.00
Total MF ATHLETIC				3,766.60
NASB/NEBR ASSN OF SCH BOARDS	N-55973	54006		1,750.00
01 2310 810 000 0	Policy Services			1,750.00
Total NASB/NEBR ASSN OF SCH BOARDS				1,750.00
NASCO EDUCATION, LLC/ SCHOOL SPECIALTY, LLC	932353	54007		107.00
01 3300 610 002 1	Cubelets: Battery			54.00
01 3300 610 002 1	Cubelets: Speaker			43.00
01 3300 610 002 1	Liquid Starch			10.00
NASCO EDUCATION, LLC/ SCHOOL SPECIALTY, LLC	935756	54007		259.00
01 3300 610 002 1	Cubelets: Battery			216.00
01 3300 610 002 1	Cubelets: Speaker			43.00
Total NASCO EDUCATION, LLC/ SCHOOL SPECIALTY, LLC				366.00
NCS PEARSON INC.	428811	54008		3,487.50
01 1100 610 001 2	AIMSWEB Plus			945.50

Account Number	Detail Description	Invoice Number	Check Number	Amount
01 1100 610 002 1	AIMSWEB Plus			2,542.00
Total NCS PEARSON INC.				3,487.50
NE COUNCIL OF SCHOOL ADMINISTRATORS	060226	54009		685.00
01 2410 810 001 2	Membership- H. Peters			685.00
NE COUNCIL OF SCHOOL ADMINISTRATORS	060226-2	54009		435.00
01 2190 810 001 2	Membership- N. Kuxhausen			435.00
Total NE COUNCIL OF SCHOOL ADMINISTRATORS				1,120.00
NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION	1735	54010		850.00
01 2310 810 000 0	NRCSA Dues			850.00
Total NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION				850.00
Nebraska Scientific	98860	54011		232.03
01 1100 610 001 2	Simulated ABO Typing Kit			52.47
01 1100 610 001 2	Forensic Chemistry Hair			77.80
01 1100 610 001 2	Forensic Unknown Substances			41.50
01 1100 610 001 2	Chem Luminescence			30.00
01 1100 610 001 2	Shipping			30.26
Total Nebraska Scientific				232.03
Nippon Sanso Matheson Inc.	33474740	54012		113.94
01 1100 610 001 2	Welding Supplies			113.94
Total Nippon Sanso Matheson Inc.				113.94
NSIAAA	060826	54013		300.00
01 2190 810 000 0	Membership- N. Kuxhausen			300.00
Total NSIAAA				300.00
Nucleus Courses	12061	54014		4,000.00
01 3551 610 001 2	See Quote 14451 for Entrepreneurship Lic			4,000.00
Total Nucleus Courses				4,000.00
Oriental Trading	74237623101	54015		164.97
01 1100 610 002 1	Crayola Washable Paint			164.97
Oriental Trading	74237630501	54015		51.94
01 1100 610 002 1	Color Your Own Map			29.96
01 1100 610 002 1	All About Me Paws			21.98
Total Oriental Trading				216.91
PINNACLE BANK-VISA	June 2026 Stmt.	54016		684.34
01 2320 580 000 0	TRAVEL EXPENSE			61.01
01 2320 580 000 0	TRAVEL EXPENSE			45.50
01 2320 580 000 0	TRAVEL EXPENSE			87.30
01 2190 580 001 2	DC Trip Parking			113.64
01 2190 580 001 2	DC Trip Parking			113.64
01 2190 580 001 2	DC Trip Parking			113.64
01 2710 626 000 0	DC Trip Fuel			51.35
01 2710 626 000 0	DC Trip Fuel			49.47
01 2710 626 000 0	DC Trip Fuel			48.79
Total PINNACLE BANK-VISA				684.34

Account Number	Detail Description	Check Number	Amount
PINNACLE BANK-VISA	061726	54017	824.95
01 1190 610 000 0	Stackable Kiddie Cot		824.95
PINNACLE BANK-VISA	061726-2	54017	143.12
01 1190 610 000 0	Winco 0001-08 8" Dinner Knife		13.41
01 1190 610 000 0	Winco 0001-05 7 1/8" Fork		16.16
01 1190 610 000 0	Winco 0001-03 7" Spoon		16.16
01 1190 610 000 0	Thunder Group SLBF103 10 1/5" Serving S		21.84
01 1190 610 000 0	Thunder Group SLBF02 12" Serving Spoon		23.52
01 1190 610 000 0	Shipping		52.03
PINNACLE BANK-VISA	100770290	54017	144.00
01 1200 610 002 1	Grammarly Subscription Renewal		144.00
PINNACLE BANK-VISA	124519428	54017	240.15
01 1100 610 002 1	Bona Super Court Floor Care System		240.15
PINNACLE BANK-VISA	124533774	54017	240.16
01 1100 610 002 1	Bona Super Court Floor Care System		240.16
PINNACLE BANK-VISA	127105802	54017	3,998.00
01 6700 610 000 0	Avantco Merchandiser Refrigerator		1,349.00
01 6700 610 000 0	Estella Espresso Grinder		599.00
01 6700 610 000 0	Nuova Espresso Machine		1,995.00
01 6700 610 000 0	Shipping		55.00
PINNACLE BANK-VISA	127106174	54017	1,845.77
01 3551 610 001 2	24"x48" Stainless Steel Work Table		132.49
01 3551 610 001 2	30"x72" Stainless Steel Work Table		342.49
01 3551 610 001 2	30"x48" Stainless Steel Work Table		148.49
01 3551 610 001 2	30"x72" Stainless Steel Work Table		206.99
01 3551 610 001 2	48"x22"x42" Wrap Counter		308.99
01 3551 610 001 2	Shipping		706.32
PINNACLE BANK-VISA	June 2026 Stmt.	54017	463.21
01 3300 610 002 1	SUPPLIES		28.36
01 2120 810 000 0	Justice Case Listing		8.00
01 2710 626 000 0	Wrestling Camp Fuel		80.65
01 2710 626 000 0	Wrestling Camp Fuel		67.03
01 1200 610 000 0	SLP Toolkit		215.00
01 2130 580 000 0	K. Thomas- Conf. Fuel		64.17
Total PINNACLE BANK-VISA			7,899.36
Pro-Ed	3131459	54018	1,082.40
01 1200 610 000 0	Told P and Told I Bundle		776.00
01 1200 610 002 1	Test of Problem Solving Elem.		208.00
01 1200 610 002 1	Shipping		98.40
Total Pro-Ed			1,082.40
Pyramid School Products	S1501877.003	54019	5,599.70
01 1100 610 002 1	2026-2027 COOP		1,959.46
01 1200 610 002 1	2026-2027 COOP		78.25
01 1100 610 001 2	2026-2027 COOP		528.93
01 1100 610 001 2	2026-2027 COOP		4.09
01 1100 610 001 2	2026-2027 COOP		71.53
01 1100 610 001 2	2026-2027 COOP		208.11
01 1190 610 000 0	2026-2027 COOP		313.62
01 1100 610 001 2	2026-2027 COOP		14.39
01 1200 610 002 1	2026-2027 COOP		447.24
01 6200 610 002 1	2026-2027 COOP		82.56

Account Number	Detail Description	Check Number	Amount
01 1100 610 001 2	2026-2027 COOP		109.05
01 1100 610 001 2	2026-2027 COOP		2.95
01 1100 610 001 2	2026-2027 COOP		52.93
01 3300 610 002 1	2026-2027 COOP		192.91
01 1100 610 001 2	2026-2027 COOP		81.47
01 1200 610 000 0	2026-2027 COOP		14.34
01 2190 610 001 2	2026-2027 COOP		527.79
01 1200 610 001 2	2026-2027 COOP		142.48
01 1100 610 002 1	2026-2027 COOP		165.38
01 2230 610 000 0	2026-2027 COOP		113.44
01 2320 610 000 0	2026-2027 COOP		70.20
01 1200 610 000 0	2026-2027 COOP		105.79
01 1100 610 001 2	2026-2027 COOP		13.95
01 2610 610 001 2	2026-2027 COOP		298.84
Total Pyramid School Products			5,599.70

QUILL CORP.	49078143	54020	331.23
01 1100 610 001 2	2 Pocket 8 Tab Dividers		41.34
01 1100 610 001 2	Large Plastic 8 Tab Dividers		24.36
01 1100 610 001 2	EZ White Out		48.12
01 1100 610 001 2	Quill Paper, Green		97.96
01 2120 610 001 2	10x13 Kraft Envelopes		84.27
01 1100 610 001 2	Sheet Protectors		35.18
QUILL CORP.	49078211	54020	554.44
01 1200 610 002 1	148A Cartidges		443.97
01 1200 610 002 1	Paper Label Tape, White		25.19
01 1200 610 002 1	Plastic Label Tape, Clear		42.39
01 1200 610 002 1	Plastic Label Tape, White		42.89
QUILL CORP.	49277246	54020	124.58
01 2320 610 000 0	SUPPLIES		124.58
QUILL CORP.	49338769	54020	19.99
01 2320 610 000 0	SUPPLIES		19.99
QUILL CORP.	49401186	54020	64.87
01 2410 610 001 2	SUPPLIES		64.87
QUILL CORP.	49404768	54020	69.29
01 2410 610 001 2	SUPPLIES		69.29
Total QUILL CORP.			1,164.40

Rapid Fire Protection	125348	54021	936.95
01 2620 431 002 1	Elem. Alarm Inspection		936.95
Rapid Fire Protection	125349	54021	1,203.95
01 2620 431 001 2	HS Alarm Inspection		1,203.95
Total Rapid Fire Protection			2,140.90

REALLY GOOD STUFF	9211762	54022	207.19
01 1100 610 002 1	Math Resources Folders		174.95
01 1100 610 002 1	Shipping		32.24
REALLY GOOD STUFF	9212773	54022	39.98
01 1100 610 002 1	Colorations Magnetic Tape		39.98
REALLY GOOD STUFF	9214762	54022	66.93
01 1100 610 002 1	EZ Stick Paw Prints		24.99
01 1100 610 002 1	Adhesive Desktop Helpers		29.99
01 1100 610 002 1	Shipping		11.95
REALLY GOOD STUFF	9237521	54022	16.59

Account Number	Detail Description	Invoice Number	Check Number	Amount
01 1100 610 002 1	Sticker Roll			16.59
Total REALLY GOOD STUFF				330.69
ROCHESTER 100 INC.	INV118211	54023		921.00
01 1100 610 002 1	Nicky's Version 2, Powder Blue			81.00
01 1100 610 002 1	Nicky's English, Powder Blue			168.00
01 1100 610 002 1	Nicky's English, Orange			672.00
Total ROCHESTER 100 INC.				921.00
Sadlier	INV265548	54024		2,691.55
01 1200 610 002 1	See Quote Q076918 for Reading Interventi			2,691.55
Total Sadlier				2,691.55
SCHOOL SPECIALTY	208137074972	54025		25.92
01 1100 610 002 1	Sax Sulphie Drawing Paper			13.97
01 1100 610 002 1	Shipping			11.95
SCHOOL SPECIALTY	208137075207	54025		275.61
01 1100 610 002 1	Crayola, Pink Set of 12			43.80
01 1100 610 002 1	Crayola, White Set of 12			43.80
01 1100 610 002 1	Crayola, Gray Set of 12			43.80
01 1100 610 002 1	Crayola, Black Set of 12			33.30
01 1100 610 002 1	Crayola, Peach Set of 12			43.80
01 1100 610 002 1	Crayola, Yellow Set of 12			43.80
01 1100 610 002 1	Crayola- Colors of the World			23.31
SCHOOL SPECIALTY	208137084824	54025		86.00
01 3300 610 002 1	Cueblets: Bluetooth Hat			86.00
SCHOOL SPECIALTY	308104873004	54025		76.61
01 1100 610 002 1	Lace Doilies			19.56
01 1100 610 002 1	Play-Doh Asstd.			39.70
01 1100 610 002 1	Playdoh Rolling Pins			17.35
SCHOOL SPECIALTY	308104876811	54025		1,968.46
01 1100 610 002 1	2026-2027 COOP			664.29
01 1200 610 002 1	2026-2027 COOP			25.58
01 1100 610 001 2	2026-2027 COOP			159.80
01 1100 610 001 2	2026-2027 COOP			54.22
01 2320 610 000 0	2026-2027 COOP			47.69
01 2190 610 001 2	2026-2027 COOP			58.05
01 1190 610 000 0	2026-2027 COOP			90.64
01 1200 610 000 0	2026-2027 COOP			13.40
01 1200 610 002 1	2026-2027 COOP			165.24
01 6200 610 002 1	2026-2027 COOP			20.44
01 3300 610 002 1	2026-2027 COOP			44.93
01 1100 610 001 2	2026-2027 COOP			62.88
01 1100 610 001 2	2026-2027 COOP			49.56
01 1100 610 001 2	2026-2027 COOP			26.80
01 1100 610 001 2	2026-2027 COOP			463.10
01 1100 610 001 2	2026-2027 COOP			21.84
Total SCHOOL SPECIALTY				2,432.60
SCOTTS BLUFF COUNTY CLERK	063026	54026		100.00
01 2310 810 000 0	2026 Primary Election Advance			100.00
Total SCOTTS BLUFF COUNTY CLERK				100.00

Account Number	Invoice Number	Check Number	Amount
Software Unlimited Inc	20260628-033	54027	7,700.00
01 2320 735 000 0	Census/Software Annual Fee		7,700.00
Total Software Unlimited Inc			7,700.00
STAPLES ADVANTAGE	6067615997	54028	27.51
01 2410 610 001 2	SUPPLIES		20.86
01 2320 610 000 0	SUPPLIES		6.65
STAPLES ADVANTAGE	6067615998	54028	19.96
01 2320 610 000 0	SUPPLIES		19.96
STAPLES ADVANTAGE	6067927533	54028	62.10
01 1100 610 002 1	2026-2027 COOP		62.10
STAPLES ADVANTAGE	6067927534	54028	69.80
01 1100 610 001 2	2026-2027 COOP		55.84
01 1100 610 002 1	2026-2027 COOP		13.96
STAPLES ADVANTAGE	6067927535	54028	318.70
01 1100 610 001 2	2026-2027 COOP		97.28
01 1100 610 002 1	2026-2027 COOP		82.50
01 1200 610 002 1	2026-2027 COOP		84.06
01 2320 610 000 0	2026-2027 COOP		54.86
STAPLES ADVANTAGE	6067927536	54028	204.18
01 1100 610 001 2	2026-2027 COOP		149.40
01 1190 610 000 0	2026-2027 COOP		4.98
01 1100 610 002 1	2026-2027 COOP		49.80
STAPLES ADVANTAGE	6067927537	54028	2,630.16
01 1200 610 000 0	2026-2027 COOP		29.68
01 1200 610 001 2	2026-2027 COOP		53.24
01 1200 610 002 1	2026-2027 COOP		167.20
01 1100 610 002 1	2026-2027 COOP		1,214.57
01 1100 610 001 2	2026-2027 COOP		169.90
01 2230 610 000 0	2026-2027 COOP		24.24
01 1100 610 001 2	2026-2027 COOP		53.76
01 1100 610 001 2	2026-2027 COOP		20.29
01 1190 610 000 0	2026-2027 COOP		84.43
01 2190 610 001 2	2026-2027 COOP		114.84
01 1100 610 001 2	2026-2027 COOP		52.86
01 1100 610 001 2	2026-2027 COOP		156.64
01 6200 610 002 1	2026-2027 COOP		35.70
01 2320 610 000 0	2026-2027 COOP		11.94
01 1100 610 001 2	2026-2027 COOP		86.12
01 1100 610 001 2	2026-2027 COOP		280.00
01 3300 610 002 1	2026-2027 COOP		34.43
01 1100 610 001 2	2026-2027 COOP		40.32
STAPLES ADVANTAGE	6067927538	54028	155.10
01 1100 610 001 2	2026-2027 COOP		155.10
STAPLES ADVANTAGE	6067927539	54028	21.90
01 1190 610 000 0	2026-2027 COOP		21.90
Total STAPLES ADVANTAGE			3,509.41
Stuttering Therapy Resource	26889	54029	189.32
01 1200 610 002 1	Oasis Technical/Scoring Manual		66.00
01 1200 610 002 1	Oasis S (School Age Forms 7-12)		56.00
01 1200 610 001 2	Oasis T (Teen/ Age Forms 13-17)		56.00
01 1200 610 001 2	Shipping		11.32
Total Stuttering Therapy Resource			189.32

Account Number	Detail Description	Invoice Number	Check Number	Amount
TAESE/USU	26TriReg_53		54030	1,065.00
01 2320 810 000 0	Tri-State Law Conf.- Urbanek			355.00
01 1200 810 000 0	Tri-State Law Conf.- Batterman			355.00
01 2120 810 002 1	Tri-State Law Conf.- Zeiler			355.00
Total TAESE/USU				<u>1,065.00</u>
TEACHER DIRECT	2026/03020		54031	86.52
01 1100 610 002 1	Dominoes			34.48
01 1100 610 002 1	Pattern Block Set			22.98
01 1100 610 002 1	Big Buttons			12.98
01 1100 610 002 1	Wiggle Eyes			4.08
01 1100 610 002 1	Shipping			12.00
TEACHER DIRECT	2026/03021		54031	259.60
01 1100 610 002 1	Chairpockets 13", Blk			259.60
TEACHER DIRECT	2026/03022		54031	107.94
01 1200 610 002 1	SensoryTube Set			43.98
01 1200 610 002 1	Express Your Feelings Bottles			26.98
01 1200 610 002 1	Pencil Grip			24.98
01 1200 610 002 1	Shipping			12.00
TEACHER DIRECT	2026/03332		54031	376.34
01 1100 610 002 1	Polka Dot Labels			9.98
01 1100 610 002 1	Brights 4Ever Record Book			7.98
01 1100 610 002 1	Brights 4Ever Name Plates			5.98
01 1100 610 002 1	Mini Black Pocket Chart			21.98
01 1100 610 002 1	Flash Card Dispenser Box			16.38
01 1100 610 002 1	Word Roots Book Level 1			26.98
01 1100 610 002 1	180 Days of Science Grade 4			22.98
01 1100 610 002 1	Air Dry Clay			57.98
01 1100 610 002 1	Magnetic Whiteboard Erasers			51.96
01 1100 610 002 1	Sheet Protectors			16.98
01 1100 610 002 1	Hookn Loop Squares			22.56
01 1100 610 002 1	Papermate Inkjoy Pens			29.98
01 1100 610 002 1	Sharpies, Metallic			21.96
01 1100 610 002 1	Wide Book Bins			49.38
01 1100 610 002 1	Watercolor Paper			13.28
Total TEACHER DIRECT				<u>830.40</u>
Thompson Glass, Inc.	111636		54032	1,106.59
01 2620 431 001 2	HS Screen Repairs			1,106.59
Total Thompson Glass, Inc.				<u>1,106.59</u>
Threshold	1462756		54033	129.63
01 2410 610 002 1	Student Sign Out Booklet			102.00
01 2410 610 002 1	Shipping			27.63
Total Threshold				<u>129.63</u>
United Art and Education	363855		54034	396.98
01 1100 610 001 2	AMACO Potter's Choice Glaze, Gold			23.19
01 1100 610 001 2	Kemper Pro Tool			47.90
01 1100 610 001 2	Richeson Wire Cutter for Clay			20.94
01 1100 610 001 2	AMACO Potter's Choice Classpack			140.99
01 1100 610 001 2	Handy Art Acrylic Paints, 6 Color			163.96
Total United Art and Education				<u>396.98</u>

Account Number	Detail Description	Invoice Number	Check Number	Amount
WPS Publishing	SO491555		54035	622.60
01 1200 610 000 0	Test of Narrative Language			244.00
01 1200 610 000 0	Clinical Assessment of Pragmatics			322.00
01 1200 610 000 0	Shipping			56.60
Total WPS Publishing				622.60
ZEECRAFT	7746		54036	47.00
01 2190 610 001 2	Quiz Bowl Controller Repair			47.00
Total ZEECRAFT				47.00
Fund Number 01				327,161.49
Checking Account ID 1				327,161.49

Checking Account ID	Fund Number	SPEC. BUILDING FUND	Amount
Legacy Flooring Center	204	1890	4,320.14
08 4700 720 001 2	HS Flooring		4,320.14
Legacy Flooring Center	210	1890	6,020.00
08 4700 720 002 1	GS Flooring		6,020.00
Legacy Flooring Center	213	1890	875.00
08 4700 720 002 1	GS Flooring		875.00
Legacy Flooring Center	235	1890	5,500.88
08 4700 720 001 2	HS Flooring		5,500.88
Total Legacy Flooring Center			16,716.02
Platte Valley Bank	070926	1891	2,925.00
08 5000 832 001 2	INTEREST ON LT DEBT		2,925.00
Total Platte Valley Bank			2,925.00
Fund Number 08			19,641.02
Checking Account ID 8			19,641.02

Expenditure Summary

Regular; Processing Month 06/2026

Fund Number		Budget	Month to Date	Year to Date	Balance	% Used
9	Expenditure					
01	GENERAL FUND	12,453,072.00	960,491.70	8,639,938.97	3,813,133.03	73.30
02	DEPRECIATION FUND	697,162.00	0.00	91,084.67	606,077.33	13.07
03	EMPLOYEE BENEFITS FUND	117,241.00	4,646.32	65,562.88	51,678.12	55.92
05	ACTIVITY FUND	864,373.00	26,805.36	329,999.23	534,373.77	39.47
06	FOOD SERVICE	419,186.00	27,176.31	360,506.51	58,679.49	86.00
08	SPEC. BUILDING FUND	1,361,959.00	0.00	125,428.70	1,236,530.30	9.21
09	QP BUILDING	0.00	0.00	0.00	0.00	0.00
9	Expenditure	15,912,993.00	1,019,119.69	9,612,520.96	6,300,472.04	63.55

GF LY: 79.35%

Cash Flow Report

Regular; Processing Month 06/2026

Fund Number		Beginning Cash	Revenues	Expenses	Payables Change	Ending Cash
01	GENERAL FUND	4,667,132.60	761,242.51	(960,491.70)	0.00	4,467,883.41
02	DEPRECIATION FUND	493,135.33	608.45	0.00	0.00	493,743.78
03	EMPLOYEE BENEFITS FUND	27,483.28	5,743.42	(4,646.32)	0.00	28,580.38
05	ACTIVITY FUND	472,699.03	19,490.51	(26,805.36)	0.00	465,384.18
06	FOOD SERVICE	80,054.19	13.63	(27,176.31)	0.00	52,891.51
08	SPEC. BUILDING FUND	1,231,138.11	16,466.97	0.00	0.00	1,247,605.08
Grand Total:		6,971,642.54	803,565.49	(1,019,119.69)	0.00	6,756,088.34

Students: OpOption EnrollmentA. Process and Timelines to Option In

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

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

Provisions for Waiver of Application Deadline (Choose one or modify as desired):**Option 1 (Waiver unless at capacity):**

The application deadline may be waived by the School District for applications to option into the Mitchell Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

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

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

2. Timeliness: An option enrollment application shall be rejected if the application is not filed on or before March 15, and the filing deadline has not been waived.

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

C. Siblings

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

D. Priority of Acceptance

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

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

E. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

F. Releases for Options Out**Provisions for Release (Choose one or modify as desired):****Option 1 (Release unless Expulsion is Pending):**

A request for release of a resident student or option student currently attending [Name] Public School District who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

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

G. Notification of Acceptance or Rejection

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

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

H. Status of Option Student

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

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

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

costs of such transportation.

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

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

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

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

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

Date of Adoption: [Insert Date]

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in Mitchell Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district, or admitted to the District pursuant to state law, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as “non-public school students.”

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational

services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Subject to Paragraph D.9. of this Policy, students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, ~~including as applicable State or District-wide assessments, as full-time students.~~
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. ~~Any student covered by this subsection must enroll in five credit hours through the District in the semester in which the student participates in an extracurricular activity.~~ There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

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

(a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.

(b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.

(c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

Legal Reference: Neb. Rev. Stat. Sec. 79-215, 79-2,136 & 79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: [Insert Date]

Package Contents	SCHOLASTIC \$5,699	BRONZE \$9,099	SILVER \$12,899	GOLD \$20,399	PLATINUM \$30,699	DIAMOND \$47,999
Number of Photo-Finish Cameras	1	1	1	1	2	2
EtherLynx Camera Model(s)	5L510	5L500 Vision	5L500 Vision	5L500 Vision	5L500 Vision	5L500 Vision
Standard Frame Rate	600	1,000	2,000	2,000	2,000 2,000	2,000 2,000
Lens	2.8 - 10mm Manual Zoom	2.8 - 10mm Manual Zoom	Motorized Zoom	Motorized Zoom	Motorized Zoom	Motorized Zoom
EasyAlign – Full-Frame Video Alignment	✓	✓	✓	✓	✓	✓
Full-Color Photo-Finish Images	✓	✓	✓	✓	✓	✓
Wired Start System	✓	✓	✓	✓	✓	✓
All necessary Ethernet & Camera Cables	✓	✓	✓	✓	✓	✓
Water-Resistant Housing	✓	✓	✓	✓	✓	✓
Power-Over-Ethernet Injector	✓	✓	✓	✓*	✓*	✓*
Custom FinishLynx Carrying Case	✓	✓	✓	✓	✓	✓
LynxPad Meet Management Software	✓	✓	✓	✓	✓	✓
Tech Support & 1-Year Renewable Warranty	✓	✓	✓	✓	✓	✓
Camera Tripods & Mounting Hardware	✓	✓	✓	✓	✓	✓
FinishLynx Software	LITE	FULL	FULL	FULL	FULL	FULL
Support for RadioLynx Wireless Start	✓	✓	✓	✓	✓	✓
Internal On-Board Level	✓	✓	✓	✓	✓✓	✓✓✓
Support for Lynx Software Plug-Ins		✓	✓	✓	✓	✓
Support for Multiple FinishLynx Cameras		✓	✓	✓	✓	✓
Support for IdentiLynx 2-D Video Camera		✓	✓	✓	✓	✓
Serial Scoreboard Interface for Display of Running Time & Results		✓	✓	✓	✓	✓
Wind Gauge Interface for Automatic Wind Reading Data Import		✓	✓	✓	✓	✓
Auto Capture & Virtual Photoeye Plug-in			✓	✓	✓	✓
High Resolution (2,000 fps) Images			✓	✓	✓	✓
Remote Positioner (Remote Camera Adjustment)			✓	✓	✓✓	✓✓✓
Motorized Lens (Remote Lens Adjustment)			✓	✓	✓✓	✓✓✓
IdentiLynx Full-Frame Video Camera				✓	✓	✓
Internal RadioLynx Wireless Start System				✓	✓	✓
*Power-Over-Ethernet Network Switch				✓	✓	✓
Display				9-Digit LED	Portable LED Display	Infield Video Display
Video Display Module (VDM)					✓	✓✓✓
LuxBoost Low-Light Capture						✓✓✓
Internal Camera Battery						✓✓✓
Weather-Proof Wind Gauge						✓

Rationale for track camera request

To be able to host effectively and efficiently, 2 cameras are really needed in order to be able to quickly switch the finish line in the case of wind. Over the course of the last 4 years, we have needed to do that every year at least one time, one year it happened every meet, and we have needed to do that at a district meet.

In the past we have been able to borrow a camera from our neighbors, but that has been increasingly difficult the last couple of years. Scottsbluff has needed their camera on the same day several times. Morrill's camera is frankly in worse shape than ours and has been hard to track down at times. Having our own second camera will make our life easier, more efficient, and take the risk of replacing someone's camera off the table.

Our current camera is solid, but was purchased in 2018 and is now 8 years old. Being able to add a new camera package to use as our main camera will allow us to extend the life of our current camera in a new role. Being able to get a better picture will help with the results process as well.

We have gone from running a couple of track meets to 4 possibly 5 this year. This realistically is going to be the new norm. We have one of the few tracks in either conference capable of hosting conference meets, so we are likely to have a conference meet more years than not. The Jr High program would like to start hosting their own meet in the future as well. We are more likely to get a district bid with equipment on hand.



PO Box 841393
Dallas, TX 75284-1393
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Contact Your Rep

Eli O'Dey Email: EODey@bsnsports.com | Phone: 402-984-6104

Sold to
2000359
MITCHELL JR SR HIGH SCHOOL
1819 19TH AVE
MITCHELL NE 69357-1112
USA

Ship To
2000359
MITCHELL JR SR HIGH SCHOOL
1819 19TH AVE
MITCHELL NE 69357-1112
USA

Payer
2000359
MITCHELL JR SR HIGH SCHOOL
1819 19TH AVE
MITCHELL NE 69357-1112
USA

Order Summary

Cart #: 114872-
Purchase Order #: HJ Equipment
Cart Name: AutoSave Cart
Order Date: 06/29/2026
Estimated Delivery: 07/01/2026
Payment Terms: NT30
Ship Via:
Ordered By: Paul Newland

Item Description	Qty	Unit Price	Total
TOP PAD, JUMP PIT,11'X22'X2" Item # - GTP1122XDS	1 EA	\$ 1,399.99	\$ 1,399.99
11'X22'X26" WEATHER COVER Item # - GWC1122MDS	1 EA	\$ 629.99	\$ 629.99

Subtotal:	\$2,029.98
Other:	\$0.00
Freight:	\$315.00
Sales Tax:	\$0.00
Order Total:	\$2,344.98
Payment/Credit Applied:	\$0.00
Order Total:	\$2,344.98



Quote # 8042
OFFICIAL QUOTATION

for

Mitchell High School (NE)

Contact:	Mitchell High School (NE)	Terms:		Quote Date:	06/30/2026
Phone:		PO #:		Lead Time:	15 Days
Fax:	(308) 623-1330	Shipping:	UPS Ground		
Comments:					

Ship To: Mitchell High School (NE)
1819 19th Avenue
Mitchell NE 69357
United States

Bill To: Mitchell High School (NE)
1819 19th Avenue
Mitchell NE 69357
United States

Quantity	Description	Price	Ext. Price
1	Silver-Vision Packaged Solution - Vision Silver	\$12,899.00	\$12,899.00
1	5L500 EtherLynx Vision High Sensitivity, Color Camera, 2D Preview		
1	5LTE Timer Enabling Option for EtherLynx & Vision Cameras		
1	5LHR High Resolution Option for EtherLynx Vision Camera		
1	C848M C Mount 8-48mm Motorized Zoom Lens		
1	CS2810P CS Mount 2.8-10mm P-Iris		
1	2L102 Remote Positioner		
1	5LSW FinishLynx32 Software License		
1	5LACM Auto Capture plug-in & Virtual Photo Eye Unit for FinishLynx		
1	9LSW01 LynxPad Meet Management Software		
1	1A205USB Capture button and 5.9-foot USB cord.		
1	3L400 Normally Closed Start Sensor w/ Ready Light		
1	3L-Mount Nylon Mount for attaching gun sensor to starters gun		
1	3A100 XLR-3 Start Cable - 500 foot		
1	BG3275 Geared Mounting Head		
1	BG2909 Super Head Clamp		
1	BG3036 Heavy Duty 74" Camera Tripod with Leveling Guide		
1	1A207 Custom Camera Carrying Case		
1	HRS-IdentiLynx 2D camera package - Max Res 3264x1840, Max Rate 60fps	\$2,739.00	\$2,739.00
1	IDL-HRS 2D Head on camera - Max Res 3264x1840, Max Rate 60fps		
1	IDL-PoE Power over Ethernet module 30Watt, 56Volts		





Quote # 8042
OFFICIAL QUOTATION

for

Mitchell High School (NE)

Quantity	Description	Price	Ext. Price
1	C10BT-10 10 Base T Network Cable - 10 foot, with RJ45 Connectors		
1	BG394 Medium Duty tripod		
1	SE520 Heavy Duty Custom Camera Carrying Case - Medium		
1	WPCAT6-100 100' CAT6 w/ RJ45 Connectors, weatherproof hood at one end		
1	IDL-Mount Vicon Camera Mounting Bracket		
1	WP-RJ45-F Waterproof Female RJ45 Recpt		
1	IDL-SR Foam IDL-SR Foam Set		

THIS QUOTE IS VALID FOR 60 DAYS FROM QUOTE DATE

FOR ALL DOMESTIC/US SHIPMENTS: SALES TAX EXEMPT FORM MUST BE SUBMITTED WITH ORDER OR TAXES WILL BE APPLIED.

All sales, loans, licenses and other transactions by Lynx with its customers are subject to Lynx's standard terms and conditions. These terms and conditions are available upon request or through Lynx's website located at www.finishlynx.com/licenses

Subtotal	\$15,638.00
Shipping	\$180.00
Sales Tax	\$1,107.26
TOTAL (USD)	\$16,925.26

For Credit Card & ACH Payments:

Pay Now





PO Box 841393
Dallas, TX 75284-1393
Phone: 800-527-7510 Fax: 800-899-0149
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Eli O'Dey Email: EODey@bsnsports.com | Phone: **402-984-6104**

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2000359
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USA

Ship To
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1819 19TH AVE
MITCHELL NE 69357-1112
USA

Payer
2000359
MITCHELL JR SR HIGH SCHOOL
1819 19TH AVE
MITCHELL NE 69357-1112
USA

Order Summary

Cart #: 15872564
Purchase Order #: Track accessories
Cart Name: Track Accessories
Order Date: 07/01/2026
Estimated Delivery: 07/06/2026
Payment Terms: NT30
Ship Via:
Ordered By: Nick Kuxhausen

Item Description	Qty	Unit Price	Total
Premier HJ Pit 1116x28 Item # - GP1116X28	1 EA	\$ 6,999.99	\$ 6,999.99
Premier HJ Weather Cover 10x16x28 Item # - GWC1016X28	1 EA	\$ 499.99	\$ 499.99
GILL/LYNX SILVER VISION PACKAGE Item # - GAE39903	1 EA	\$ 12,599.99	\$ 12,599.99

Subtotal:	\$20,099.97
Other:	\$0.00
Freight:	\$0.00
Sales Tax:	\$0.00
Order Total:	\$20,099.97
Payment/Credit Applied:	\$0.00
Order Total:	\$20,099.97

MITCHELL PUBLIC SCHOOLS



Certificated Staff Handbook 2026-2027 School Year

2026-2027
MITCHELL PUBLIC SCHOOLS-CERTIFICATED STAFF HANDBOOK

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Secondary Staff:

Dr. Katherine Urbanek	Superintendent
Heath Peters	Jr/Sr.High Principal
Jamie Batterman	Special Services Director
Nick Kuxhausen	Activities Director/Dean of Students
Michelle Peters	7 th Math & Curriculum/Assessment
Matthew Baker	World History/Government
Kim Thomas	School Nurse/Medical Pathway
Loren Braman	Counselor/Careers
Nikki Bunnell	K-12 Vocal Music
Matt Chrisman	Mathematics/Assistant Tech
Anthony Chancellor	Amer.Hist./Psych/Geography
Sarah Avila	7-8th Reading
Vicki Clark	Biology/Env.Sci/Plant Sci./HAL
Regan Hodsden	Industrial Arts/Technology
Colby Folck	Mathematics
Maria Gillen	Business/Computers
Jordan Gonzales	English, Literature
Allison Villigrana	Media Specialist
Mike Harriger	Mathematics
Paige Herrera	Spanish
Megan Kelley	English/Journalism
Steven Law	Visual Arts/Graphic Production
Traceten Halley	Physical Education/Leadership
Tanner Long	Computers/Business
Renee Malm	Special Education
Jeremy Powell	7-8th Science
Austin Sailors	6-12 Instrumental Music
Brooke Turek	7-12 Physical Education
Kaiya West	English/Literature
Rob Shoopman	Chem./Physics/Earth Science
Cassandra Wiegel	F.A.C.S./Adult Living
Keeya Zeiler	7-8 th Social Studies/History

Elementary:

Kaci Kearns	Elementary Principal
Michelle Peters	Curriculum/Assessment
Kortni Zeiler	Counselor
Kelli Clarke	Reading/Math Specialist
Kristin Pankonin	Special Education
Alyxis Littau	Special Education
Ashley Dobry	Title I Teacher
Julie Jacobs	Pre-Kindergarten
Casie Campbell	Pre-Kindergarten
Kammie Wilson	Transitional Kindergarten
Cortney Bellairs	Kindergarten
Katie Scott	Kindergarten

Kylie Soule	Kindergarten
Shawn Helgersen	1st Grade
Miranda King	1st Grade
Becky Osmera	1st Grade
Kaitlin Broussard	2nd Grade
Andrea Feltgen	2nd Grade
Amie Hessler	2nd Grade
Tina Cheek	3rd Grade
Michelle Engstrom	3rd Grade
Erin Reisig	3 rd Grade
Taylor Briggs	4th Grade
Lyndsey Walters	4 th Grade
Emily Walton	5th Grade
Jami Schaffer	5th Grade
Grace Wyatt	5th Grade
David Becker	6th Grade
Jenny Bohl	6th Grade
Allison Villagrana	Media Specialist
Dillon Broussard	Physical Education
Kim Thomas	School Nurse

PERSONNEL

Kristi Weiss	District Bookkeeper
Rama Debus	High School Secretary
Ashley Robbins.....	High School Secretary
Karon Hawley.....	Elementary Secretary
Mindy Fillingham.....	Elementary Secretary
Kim Thomas	School Nurse
Jennifer Krahulik.....	After School/Summer Programming Director
Chelsey Zimmerman	Library Para
Michelle Bremer.....	HS Special Education Para
Marissa Peterson.....	Elementary Special Education Para
Cindy Garcia.....	Foster Grandma
Bonnie Hutchinson	Foster Grandma
Katherine McCormick	Elementary Special Education Para
Faith Missel.....	Pre-school Para
Miranda Nichols.....	Pre-school Para
Patti Feters	Pre-school Para
Vanessa Hernandez.....	Special Education Para
Brandi Carndona.....	Kindergarten Para
Brenda Morales	Title I para
Laura Hubbard.....	Special Education Para
Christine Johnson	Title I Para
Afton Mitchell.....	Title I Para Educator
Jackson Mitchell.....	Elementary Special Education Para
Mariah Boulter.....	Kindergarten/Special Education Para
Sam Constello.....	Elementary Special Education Para
Karen Whiting.....	Elementary Special Education Para
Rebecca Parker.....	Elementary Special Education Para

John Bevins	Maint. Supervisor/Direct. of Trans
Tom Hernandez.....	Custodian/Bus Driver
Dan Klingsporn	Custodian/Bus Driver
Rudy Hernandez	Custodian/Bus Driver
Bryan Hazzard.....	Custodian/Bus Driver
Ethan Bellairs.....	Custodian

MITCHELL JR/SR HIGH SCHOOL ACTIVITIES AND ATHLETICS

EXTRACURRICULAR ACTIVITIES

Activities Director	Nick Kuxhausen
Head Football	Nick Kuxhausen
Asst Football	Dillon Broussard
Asst Football	David Becker
Asst Football	Tanner Long
Jr. High Football	Jeremy Powell
Asst. JH Football	Colby Folck
Asst. JH Football	Traceton Halley
Head Volleyball.....	Michell Hoehn/Lyndsey Walters
9 th Grade Volleyball.....	Kaiya West
Jr. High Volleyball	Michelle Peters
Asst. JH Volleyball	Courtney Bellairs
Head Cross Country	Mike Harriger
JH Cross Country	Sarah Avila
Head Boys Basketball	Traceton Halley
Asst. Boys Basketball	Marty Gillen
9 th Boys Basketball	
Jr. High Boys Basketball.....	Kirk Kuxhausen
Asst. JH Boys Basketball.....	Rick Ayala
Head Girls Basketball	Brooke Turek
Asst. Girls Basketball	Kenzey Kanno
9 th Grade Girls Basketball.....	Jami Schaeffer
Head Jr. High Girls Basketball	Matthew Baker
Asst. JH Girls Basketball	Tom Hernandez
Head Boys Wrestling	Anthony Chancellor
Asst. Boys Wrestling	Heath Peters
Head Girls Wrestling.....	John Bevins
Asst. Girls Wrestling.....	Shawn Helgerson
Jr High Boys Wrestling	Anthony Chancellor
Jr High Girls Wrestling.....	Anthony Chancellor
Asst JH Wrestling	John Bevins
Head Coach Track	Michelle Peters
Asst. Track	Mike Harriger
PV	Joe Yauney
Asst. Track	David Becker
Asst. Track	Glen Eberspecher
Asst. Track	Dillon Broussard
Head Coach Jr. High Track	Tanner Long
Asst. JH Track	Dillon Broussard

Asst. JH Track	Sarah Avila
Asst. JH Track	Kaitlin Broussard
Asst. JH Track	Jeremy Powell
Boys Golf	Nick Kuxhausen
Girls Golf	Kaci Kearns/Miranda King
Annual	Megan Kelley
National Honor Society	Kaiya West
Cheerleading	Jordan Gonzales/Erin Reisig
Scholastic Contest	Loren Braman/Mike Harriger
High School Quiz Bowl	Vicki Clark /Matt Chrisman
Jr. High Quiz Bowl	Keeya Zeiler/Megan Kelley
Student Council	Mike Harriger
Speech	Matt Chrisman/Nikki Bunnell
FBLA	Maria Gillen/Tanner Long
Marching Band, Pep Band, Jazz Band	Austin Sailors
Musical	Nikki Bunnell
Chorus, Show Choir	Nikki Bunnell
Play Production/One Acts.....	Cassandra Wiegel/Kammie Wilson
Stage Lighting	Matt Chrisman
Math Counts	Colby Folck
ESports.....	Matt Chrisman/Tom Hernandez

ACTIVITY ASSIGNMENTS

SPONSORS

Grade 7.....	Traceton Halley/Regan Hodsdon
Grade 8.....	Renee Malm/Robert Shoopman
Grade 9.....	Kaiya West/Tanner Long
Grade 10	Sarah Avila/Paige Harrera
Grade 11.....	Brooke Turek/Steven Law
Grade 12.....	Keeya Zeiler/Colby Folck
Grade 12 Consultants.....	Matthew Baker/Maria Gillen

Grade 12 Consultants are expected to assist with Senior class objectives, Grade 12 Sponsors are expected to assist with Junior class objectives. Grade 10 sponsors will assist with Prom Supervision.

Each class will select a president, vice-president and secretary/treasurer. Fundraisers, etc. will be collected by the secretary/treasurer under the supervision of a sponsor. It is highly advisable that head coaches/sponsors organize fund raisers for summer camps. Funds must go through private accounts not a school fund/account. School vehicles will not be available for summer camps etc.

ORGANIZATION AND CLASS SPONSORS

Many sponsors' responsibilities are addressed elsewhere in this manual. Those addressed here pertain to the organizational and financial responsibilities. Part of the purpose of extra-curricular groups is to teach skills to students that will remain with them throughout their lives.

Electing or appointing a treasurer for a class or group is one of the organizational duties of a sponsor. Fund-raiser money should be accounted for by the treasurer, receipted to the payer, and submitted to the front office for a receipt as money is received. It is never a good idea to leave collections tucked away, tempting fate.

Checks collected and not deposited have a legal lifetime and will be charged back to the group if the bank returns them.

Please note that Activity checks are written only on Thursdays and orders must be in the District Secretary Office by noon that day. A regular vendor check will be mailed, usually on the day it is written. To have a check written and returned to the sponsor, a note stating that request must be submitted with the order for payment.

The District Secretary Office will provide a monthly report, an Activities Report for all groups, as well as a detail printout for each group. The reports are given to the group sponsor and should be shared with the treasurer. Any time there are questions or unexplained items on the report, contact the Business Office. Periodically, an activity newsletter will also be provided. Comments and suggestions are always welcomed for the newsletter content.

MITCHELL PUBLIC SCHOOLS TEACHER HANDBOOK

This handbook has been prepared to serve as a guide for you in your daily schoolwork. It is not meant to be a complete set of rules or regulations. We hope it will serve you as a guideline, and that it will answer questions as to your responsibilities, duties, and general policies of the school. If you have questions that are not answered by this handbook, be sure to go to your administrator for clarification or answers.

It is the policy of the Mitchell Schools not to discriminate in any of its education programs, activities or employment practices on the basis of sex, age, race, color, national origin, religion, or handicap in the education programs or activities which it operates.

It is the intent of the Mitchell Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the Mitchell Schools.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Katherine Urbanek, Superintendent, or Jamie Batterma, Section 504 Coordinator at Mitchell Public Schools.

Sexual harassment of any student or employee by an individual under the jurisdiction of Mitchell Public Schools is expressly prohibited as a violation of law and Board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary actions. (Full explanation may be found in Board policies.)

In compliance with State and Federal Regulations, Mitchell Public Schools are actively seeking handicapped students between the ages of birth to 21 who reside in the Mitchell School District. Parents with handicapped children or persons who know of children who may need services may call the superintendent's office.

The Institute for Environmental Assessment was requested by the Mitchell Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos within district school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures, which the Institute used in commenting on the asbestos, were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene, and engineering. After reviewing the characteristics of District buildings, we prepared a management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the district maintains its operations and maintenance procedures and, if as asbestos is to be removed or abated, then such removal is done under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. The district implemented its management plan as of July 9, 1989, and has conducted a periodic surveillance of all asbestos-containing building materials prior to

January 9, 1994 and July 9, 1999. This periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the district's administration.

1. TRANSCRIPTS, CERTIFICATES, CONTRACTS, PAY INFORMATION

The law requires that an up-to-date transcript be sent to the school office to be kept on file. Up-to-date hours, credits, etc. may be needed for pay hikes on salary schedule, teacher accreditation or endorsement, etc. before September 1 of the current year.

Teaching certificates must be registered with the District Superintendent before you can legally be paid. It is the teacher's responsibility to make sure that this is done.

Each teacher must provide the office with the following information.

- Social security number
- Retirement number
- Number of exemptions for withholding authorization

By contract, you will be paid on the 20th of each month for the previous month. The Board and the local teachers' association will handle contract relations as per the negotiation agreement as ratified.

Any teacher, administrator, or full-time employee of the Mitchell Public School District shall, with reasonable notice, have access to his/her personal file, but may not have access to letters of recommendation solicited by the Mitchell Public School District or to sets of confidential credentials which are a part of his/her file. The Board of Education, in session, may inspect a staff member's personnel file for school related information, but is to place a signed and dated 3x5 inch card in the file at the time of inspection indicating the reasons for such inspection.

2. LOCAL SCHOOL BOARD POLICY (SALARY SCHEDULE ADVANCEMENT)

All contracts and salaries will be based on a specified number, 184 days of teaching and service. This number will appear on each contract and will be used as a basis for the amount of pay per day when it may be necessary to add or subtract from an employee's salary.

To advance horizontally on the salary schedule, hours over and above the degree must meet the following criteria:

- a. Hours must be graduate level or specifically assigned by the administration.
- b. One-half (1/2) of the hours must be in the teaching field.
- c. Short courses (intensive course lasting only a few days) will be limited to three (3) hours credit.
- d. Telecommunication or correspondence courses will be accepted if credited to a record of transcript, and completed successfully from an accredited college.
- e. Graduate hours specifically applicable to administrative certification will be counted at full value toward horizontal movement. Effective for 2004-2005 and thereafter, any teacher who receives a Masters in Administration will sit on the board of education negotiations team for one year.

Graduate hours earned from an accredited institution in the area of extra-curricular activities will be limited to two (2) hours credit per horizontal step on the salary schedule for a maximum total of 12 hours allowable for all horizontal salary schedule movement.

All years of certificated teaching experience will be accepted.

To advance horizontally on the schedule, credits must be earned and presented to the superintendent's office by September 1 of each year. Credits earned after that day will carry over to the following year. If a teacher plans to attend summer school with the intention of moving to a new level on the salary schedule, the teacher must notify the superintendent in writing by June 1. The superintendent can advise you whether a certain class will be accepted for movement on the salary schedule. Proof of successful completion must be turned in to the superintendent's office by the beginning of the current school year.

3. RECORDS, REPORTS AND HOURS

Lesson Plans--Plans are to be made in advance and handed in to the office or digitally sent to the principal each Monday for the following week by 8:00 am. Plans should indicate the goals for the lesson and methods that will be used to meet those goals, and must give definite assignment and general procedure for the class period. Plans must also include state standards being met. Make plans clear enough so a substitute teacher could easily follow them.

Teachers leaving the system must turn their lesson plan books in when checking out. It is the responsibility of all teachers to teach 100% of the standards in the Mitchell Public Schools curriculum for their grade or subject. This is a minimum that should be covered.

Down and Low Lists (Jr./Sr. High) --The school operates on the quarter system. Teachers are responsible for contacting parents either in person, phone or email before sending a down slip home for those students who are failing in the subject or who are extremely low. Notification is mailed out to the parents at each 4 1/2-week interval between grade cards so that parents and students have been duly notified about their standing and can make adjustments if possible.

Up Slips--Our school tries to emphasize the accomplishments of our students. Whenever a teacher feels that a particular student has done something exceptionally well, an up slip should be sent home. Up slips may be sent home at any time during the school year, but will be sent out the same time as the down and low slips.

Mid Quarter Reports--The elementary will issue progress reports at mid quarter for grades 3-6.

Report Cards--Report cards are given out following the end of each nine-week period.

Teachers are to fill out grade sheets and submit them to the office as soon as possible following the nine-week period. Junior and senior high teachers will also turn in percentage grades for those students who did not receive a passing grade. Elementary teachers will complete individual report cards for each student in their class. Parent Teacher conference will be held in October and February.

Use the following grading system:

Grades from transfer students will be calculated as follows:

<u>Grade</u>	<u>Percentage</u>
A	94-100
B	86-93
C.....	78-85
D	70-77
F.....	Below 70
I	Incomplete
"A"	Adjustment Grade
TF.....	Technical Failure

A+.....	98	C+.....	84
A	96	C.....	82
A-.....	94	C-.....	78
B+	92	D+.....	76
B	90	D.....	70
B-	86	F.....	Below 70

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SCHOOL HOURS

Monday thru Thursday	Junior/Senior High students	7:50 a.m. - 3:45 p.m.
	Elementary students (PreK-3)	8:00 a.m.- 3:30 p.m.
	Elementary students (4-6)	8:00 a.m.- 3.30 p.m.
Friday	Junior/Senior High students	7:50 a.m. - 12:30 p.m.
	Elementary students (K-6)	8:00 a.m. - 12:30 p.m.

Teachers are expected to be present at 7:45 a.m., and ready for work and supervising in their respective classrooms at 7:50 a.m. Teachers should be in their rooms prior to the start of the afternoon classes. Emergency departure during the day shall be reported to the office. It is expected that teachers will remain on duty until 4:15 p.m. (high school) unless otherwise arranged Monday through Thursday. Friday leave time will be a scheduled 1:00 release or 3:00 release unless otherwise arranged. All secondary teachers will have foyer duty during lunch hour throughout the school year as assigned by building principal.

4. LEAVE POLICIES

REFER TO THE MASTER CONTRACT

5. INSURANCE

REFER TO THE MASTER CONTRACT

6. DRESS

Proper appearance is necessary to differentiate teachers from students and promote professionalism in Mitchell Public Schools. Check with building principals for specific examples of appropriate dress. Shorts, flip-flop type sandals etc. are unacceptable as well as unnecessary since classrooms are air-conditioned. Building principals will determine professional dress but a general policy of business casual dress appearance is required. Jeans are only to be worn on special identified occasions; jeans worn by staff should be clean and free of major holes despite current fashion trends.

7. PROFESSIONALISM/PROFESSIONAL ETHICS

Each teacher is expected to conduct him/herself in a professional manner. The NSEA/MEA is your organization. The school has no policy of your attendance or involvement in your professional organization and the District does not pay professional dues for teachers. It is strongly recommended that each of you stress to your committee chairs to keep you up-date on all school factors.

Membership and active work in civic and/or church organizations is encouraged. Socializing and fraternizing with school students should be kept within reasonable limits. Use good judgment in behavior and dress. Business casual dress is required to distinguish staff from student population. Work to promote good moral standards and conduct among students. Teachers must cooperate with one another. Use proper language and avoid the use of profanity around students. Teachers are ambassadors of good will and should refrain from airing malicious gossip, etc. It is highly unprofessional to talk about school employees, students or school procedures in the classroom or in the community. Be sure that what is said is factual. Teachers need to remember and stress the importance of: ***Communications, Language, Morale, and Discipline.***

We have many positive teachers. These teachers view the world optimistically even in the worst situations. They tend to be innovators, because they want to make things better and believe they can succeed. To positive people, change is exciting. Even when an idea fails, they look on the bright side. Positive people usually do not need much encouragement from others to maintain this cheery outlook; their positive views come from within.

No teacher shall have any visitors during the hours of duty in the school without special permission of the administration. Any teacher approached by such an individual should refer him/her at once to the school office. To model appropriate personal device usage, cell phone and other device use should be limited to times of the day in which the teacher is not in contact, working with or actively supervising students. Devices should remain turned off/silent while instructing and supervising students. If special circumstances arise for necessary use, please notify the building principal or supervisor.

The teacher is expected to attend workshops or seminars when requested to do so by the administration. Expenses shall be paid by the school district when such a request is made. Teachers may at other times attend meetings of their choosing without reimbursement as fulfillment of their professional leave. All teachers are expected to be on time for all meetings unless approved by the building principal.

8. SCHOOL BUILDINGS

School begins at 7:50 a.m. in the Junior/Senior High and 8:00 a.m. at the elementary school. The school day ends at 4:15 p.m. for teaching staff. Teachers are to maintain supervision in halls, restrooms, and classrooms. Between classes, teachers will step out of their classrooms and supervise the area around their classroom. Students are not to remain in the school building after 4:00 p.m. in the Junior/Senior High and 3:40 p.m. at the elementary unless requested by a teacher or the student is engaged in a supervised activity.

Teachers will remain in their classrooms during regularly scheduled classes unless an emergency arises concerning student safety.

When school property is damaged or lost, report it to the office immediately. School equipment that is lost, mutilated, or destroyed by students shall be the liability of those students. This also pertains to the building and materials. The Mitchell School Board has resolved to prosecute any and all incidents involving the malicious destruction of school property, regardless of how minor. If it is proven via prosecution that the

student is guilty of such an offense, the student will be expelled until restitution is complete.

Each teacher must keep his/her room in an orderly organized fashion. Professional educators should not have to be instructed over this manner. Failure to do so will result in verbal/written disciplinary action.

9. FACULTY MEETINGS/I.E.P/M.D.T./S.A.T.

Faculty meetings will be held on a regular basis and as needed as set by building principal(s) or the superintendent. **Attendance is mandatory at these meetings.** If a teacher is going to be late to a staff meeting, the building principal must be notified. Continued tardiness to staff meetings will result in disciplinary action.

10. SECURITY

Each teacher is responsible for the security of his/her own classroom. Maximum security is gained by locking the door at night. The teacher must lock windows on the first floor at night. Rooms with outside entrances need to be double-checked at night. Rooms must be clean & organized!

When using the buildings after the custodian has locked them or on weekends, you are responsible for all lights, windows, doors, and locks that you or pupils under your supervision may have used. Head coaches/sponsors must check doors or assign an assistant for this duty.

Administration and custodians will retain keys for all locks. It is the expectation that staff will use the entrances with card swipes.

Pupils are not allowed in the building after school hours without faculty supervision. Key Cards are not to be loaned to students under any circumstances. If you have lost or indefinitely misplaced your key card, contact administration ASAP for deactivation. There will be a charge of \$15 for a replacement Key Card.

Do not prop open doors for easier access. This is particularly important during school hours as it defeats the purpose of keeping the doors locked while classes are in session.

When you keep students after school, at noon, or in the morning, they are your responsibility. Be sure they have proper work to do and that the work is done before they leave and before you leave. Do not leave them for someone else to watch; they are your responsibility. Be sure the students are out of the building before you go home.

Teachers, and substitute teachers receiving any money from students (lab fees, fines, etc.) must keep a record of the amount received. The receiver will issue receipts whenever the amount is \$1.00 or more. A record shall be kept of the amount received, student's name, and purpose of the payment. This information and money will be handed to the building Principal or designee at the close of the day. Teachers are not to leave money in their classroom overnight.

11. SUPPLIES AND EQUIPMENT - PURCHASING POWER

The purpose of a Purchase Order is to authorize the bearer to commit funds of the district to pay for the materials needed. A Purchase Order also assures the seller that the invoice for goods received will be paid by the business office, and allows the business office to maintain a flow of purchase authorizations, goods and payments in an orderly fashion.

It is the goal of the business office to maintain good vendor/buyer relationships by preventing a backlog of unpaid purchases. A Purchase Order allows tracking of an order from the first request for goods to the final payment. It is not our intent to restrict the purchasing of any of the department heads or any staff. When materials are needed and have not been part of the mass ordering process through the previous summer season for whatever reason, there is a preferred method of procurement, an acceptable method, and an unacceptable method as well.

Method of a Purchase Order

This method follows the spring requisition pattern from which Purchase Orders are written. Packing slips provide information on backorders or substitutions, if any. These preliminary parts of this purchasing method are matched to invoices received, and are then prepared for payment. If there are any problems within any of these steps, enough information exists to attempt a solution. There is a record of the transaction from beginning to end.

Acceptable Method

It is often advisable and necessary to make local purchases. These are categorized by cost: over and under \$100. For local purchases under \$100, a Purchase Order from a generic purchase order pad may be used. The original copy is given to the vendor or source, and the copy is returned to the business office with the signed sales slip. PLEASE NOTE: It is not necessary to itemize everything that is purchased. It is sufficient to enter a general term for the purchase (i.e., miscellaneous supplies) as long as the department for which it was purchased is identified. Normal sales slips will have enough detail to allow expensing of the items purchased. A book purchase order, however, should be filled out as completely as possible.

For purchases over \$100, an accounting system Purchase Order should be requested from the business office. These can normally be completed and returned to you the same day. The materials being purchased and along with the vendor must be identified to generate a system Purchase Orders (and the accompanying PO number). An approximate cost will also be needed. PLEASE NOTE: It is not our intention to force the dollar amount on the purchase order to match the billing. The only time the actual cost equals the Purchase Order cost is when a book purchase order is issued, since it is being written at the time of the physical purchase. On the system-issued purchase orders, there is often a variance and that is acceptable. A shipping/handling charge may apply to the order, or there may be a small difference in the final cost. The Purchase Order is still an important part of the process.

Unacceptable Method

While there are exceptions to every rule, the staff member who goes somewhere, buys materials, and does so without a Purchase Order should expect to pay for that purchase out of his/her pocket. Those dollars being spent are not personal dollars, but the school district's dollars, and they came from our district patrons and taxpayers. They have the right to expect a full accounting for every dollar we spend.

Credit Cards

Some area vendors have structured their charge sales in such a manner that a business credit card is required to complete the transaction. Staples and Wal-Mart are two of these, and others may follow. The required cards may be checked out from the business office or the building secretary's office. Any card checked out is your responsibility and should be returned with the signed charge slip and the school copy of the purchase order the next school day. Always turn in any charge slip. School bills are paid from invoices from single purchases and not statements.

Reimbursements

A staff/faculty member is rarely (under extreme circumstances only) asked to make an authorized purchase with their personal funds, to be reimbursed by the school district later. If a purchase is made with personal funds, it should be a personal purchase. On rare occasions, acceptable purchasing practices may not be an option, and personal funds might be the only method available for completion of the purchase. Plan ahead and be prepared, because reimbursement should be the last resort.

Before the end of the year, teachers will be asked to complete a requisition indicating the supplies and materials they need for the coming year. If you see something during the year that you wish to requisition, it would be a good idea to write it down and keep a file of these items so you will have the information needed for spring requisition. Supplies and materials are ordered for the entire year against the amount set by the school budget. Therefore, most supplies for the year are delivered at the beginning of the school year, and should be used wisely because when they are exhausted, no budget money is left for additional purchases.

Computer Software and Repairs

- A. Purchase of software – fill out a school requisition form (be sure to fill out the back of the requisition indicating system requirements)
- B. Computer Repairs – contact Glen Eberspecher or Matt Chrisman using one of the following methods:
 - 1) Repair Form
 - 2) Email message
 - 3) Win pop-up message
 - 4) Phone Ext. 227
- C. Replacement of faulty computer components – contact Glen Eberspecher or Matt Chrisman.

12. SCHOOL ACTIVITIES

Every employee is part of the school system. Therefore, each teacher should attend as many school functions as possible. You and your family (children in grades K-12) will be admitted free to all athletic activities that take place in Mitchell.

Wednesday night is church night in Mitchell. No school activities or practices will be scheduled on Wednesdays later than 6:00 p.m. The only exception will be activities not under the control of Mitchell Public Schools or those cleared by the Ministerial Association.

Some activities besides athletics, dramatics, and music will be scheduled outside regular school hours. **Any activity, whether it involves one student or one hundred students, must have approval of the principal prior to the activity. This includes all fund raising activities.** Funds raised by students in fund raising activities must be handled through the activity account. They are considered property of the school and fall under the supervision of the proper school officials. Exceptions are fund raisers that are intended for summer camps by students.

Approval for school organizations to appear in public must first be obtained from the principal.

Sponsors of activities are responsible for maintaining student control. They should work in cooperation with the bus drivers.

13. SCHOOL CALENDAR PROCEDURES

The official school calendar is maintained in the office of the principal. All activities and events must be scheduled and approved through his office. In order to avoid conflicts, sponsors should not call extra meetings of any activity until the schedule has been checked and the meeting has been approved through the office. Sponsors must approve all meetings and be present at all activity or organizational meetings.

14. DISCIPLINE

Ineffective discipline causes the failure of teachers more than any other single reason. Discipline must be constructive, positive, and democratic. Require good discipline at all times while at school or if you are sponsoring a group away from school. When a student needs to be corrected, do so immediately. All teachers must enforce school rules and procedures uniformly. Willful disrespect, profanity, or disobedience while students are at school or away should be reported at once. **Discipline is the responsibility of all faculty members anywhere on school grounds.**

In some cases, it may be necessary to send a pupil out of class as a disciplinary measure. If this is done, take the student directly to the office. Remember, however, that no one can do your disciplining for you. It is part of your job, and to call on someone else may weaken your position.

Students rarely create problems for teachers whom they respect. The principal's office is the next step if classroom discipline has not been successful. If you feel you have a problem warranting his help, please contact him. A written record is made of all discipline cases. The student will be detained and a conference between the principal, the teacher, and the student will follow when you have free time. This is an effort to improve discipline. Any teacher may request to see written discipline records. Let's all work together to improve discipline and prevent issues from becoming too complicated. Be confident of yourself in the classroom and you will have good order.

Discipline problems are classified into three categories:

1. Major offenses
2. Minor offenses
3. Petty offenses

Major offenses are addressed in the Board Discipline code. Minor offenses are not classified as major but need to be dealt with in a serious manner. Private conferences, parental conferences and alternative school suspension programs deal with minor offenses. Petty offenses are handled between the student and the teacher. Petty offenses may be considered a minor offense at the teacher's discretion. A written discipline report must be submitted to the Principal for major and minor offenses.

PROCEDURES FOR MINOR DISCIPLINE OFFENSES:

A positive discipline procedure has been outlined to establish a fair and consistent manner of handling minor offenses.

FIRST OFFENSE: The teacher will be required to have a **PRIVATE CONFERENCE** with the student. This may occur before or after class, during noon hour, after school or during regular class time if necessary. It is

important to inform the student of the problem and to listen to the student's viewpoint. A disciplinary form must be submitted to the office.

SECOND OFFENSE: The teacher will be required to **contact the parent or guardian**. The contact can be by phone, a personal conference, a home visit, at a ballgame, etc. A disciplinary form must be submitted to the office.

THIRD OFFENSE: The student will be referred to the Principal. A disciplinary form must be submitted to the office. In an effort to improve the student's total school behavior, the student will be suspended from that class for 3 days and make up the time after school with the teacher.

FOURTH OFFENSE: The student will/could be suspended from that class for three days, making up the time with the teachers after school.

Any additional offenses, the student will/could receive in school suspension or out of school suspension.

“WIPING THE SLATE CLEAN” - AFTER THIRD OFFENSE: At the third offense, students will be informed of a way to reverse the disciplinary procedure as described:

1. Improving disciplinary behavior for 4 weeks will place the student back on the second step.
2. Improving disciplinary behavior for 8 weeks will place the student back on the first step.
3. Improving disciplinary behavior for 12 weeks will result in wiping the slate clean for the student.

Is this system perfect? By no means!! This is simply a step to handle minor offenses in your classroom management procedures. Try it for the first semester and see what happens. This process will keep parents more informed and leave the major disciplinary procedures for the principal's office.

15. GENERAL SUPERVISION

We are legally liable for our students whenever they are on school property or at a school activity. At no time should students be in the school building without direct supervision of a faculty member. Consistent and comprehensive supervision keeps a school running smoothly. Even though you may not "be on duty", you are expected to assist with incidents near you. Between-class hallway supervision, before or after school, or to and from the lunchroom are examples of times we all need to assist with general supervision. Cell phone or electronic devices may be carried on person during supervision, but use should be limited to emergency calls. Failure to supervise due to unfocused attention is not acceptable.

“We think good teachers control their classrooms and their students understand the boundaries.”

It is the duty of all staff members to maintain discipline at all times anywhere on school grounds. Staff members should make a conscious effort to make sure that students are passing to and from classes in an orderly manner. Step out in the halls between classes and supervise your area. This might not always be possible, but it can be done most of the time. This is everyone's duty!

16. ABSENCES

Any student who is absent from classes because of participation in an approved extracurricular activity will not be counted absent from school during the time of participation.

However, each teacher should mark the student absent from his/her class. Be sure your attendance is correct, as absences will be checked with a phone call to the student's home. An absenteeism count must be taken each period at the junior and senior high school.

Sponsors of an activity should hand out advance make-up slips and collect them from the students after they are signed by the teachers to indicate the work has been made up in advance. The sponsor should turn them in to the office, after confirming that each student's slip has been signed by all of his/her teachers before he/she leaves for the activity. Advanced make-up slips should not be withheld as a form of discipline or to "get even." Be fair and consistent. (There are times that the sponsor/event is the reason for short notice of an advance make-up.) An absence from school that is not prearranged is justifiable only for illness, illness in the family or other emergency such as a death in the family. After this type of absence, the student is expected to make up his work without delay. All work must be satisfactorily completed before credit is given.

Students may have to be absent from school for reasons other than those which have already been stated. If it is necessary and important for a student to be absent for any other reason, the principal must grant permission in advance. In such a situation, if previous arrangements have been made, the student will be granted the privilege of making the work up. It must be previously arranged and work must be done in advance or at the convenience of the teachers. Otherwise, students are expected to be in school every day that classes are in session.

A student who has been absent for any reason should report to the office upon his/her return to school before he/she goes to any classes. After a phone call to his/her parents or guardian, he/she will be given an absentee slip indicating days or periods the student was absent and the reason for the absence. This absentee slip must be presented to each teacher when returning to class. The teacher is to deny the student entrance to class without this slip. Make up slips are to be turned in to the office when fully completed.

The student is expected to consult the teacher concerning make-up work and to ascertain what assignments need to be done. No credit will be given until the work is made up. Make-up work is the student's responsibility. If make-up work is not turned in, teachers are to give zeros for work not turned in. Refer to Assignment Policy in Student Handbook!

17. TARDINESS

Students arriving at school after the tardy bell has sounded shall be required to present a tardy slip to their teacher that has been signed by the principal or secretary before they can enter the classroom. Students who are tardy to class at other times during the day, at the discretion of the teacher, are required to obtain a tardy pass from the previous classroom teacher. Teachers causing a student to be late for their next class should notify the next teacher either orally or in writing about the delay. Teachers will be scheduled for detention duty throughout the school year as needed.

18. STUDENT ILLNESS

In the event of student illness or injury, notify the office immediately. Never send a student home without notifying school officials and checking to see if his/her parents are home. If they are not available, do not let the student leave the building. If there is an injury, make sure that an accident form is filled out for your own safety. Consult administration and/or qualified personnel as needed to make sure the student has received appropriate medical attention.

19. FIRE AND TORNADO DRILLS

Fire and tornado drills will be held periodically under the supervision of the superintendent or principal. Be sure you know the exit process and discuss drill procedures with your students in every class you teach. All classrooms should post procedures. Additional drills will be conducted by administration. (See the student handbook).

20. BAD WEATHER

If school is called off because of bad weather or for any other reason, it will be announced over the Alert Now System plus KNEB and our official social media page. It will be posted on the school website. Please do not call the superintendent or principal in regard to school cancellations or postponements. Wait for the announcement via radio, TV, or telephone. Please maintain a positive attitude regarding school cancellations or lack thereof. The administration will make the best decision possible regarding a balance between safety (priority) and responsibility of a public school district. Staff emotions or desires should not affect student achievement.

21. MAINTENANCE

Teachers/Sponsors/Coaches should work cooperatively with the custodial staff by keeping your area in order, cleaning up after activities, and closing up after an activity that you have sponsored.

Each teacher/sponsor/coach is responsible for an inventory of books and equipment under his/her care.

22. TEACHER INFORMATION

The school encourages routine visitation by parents. It is recommended that teachers invite parents to discuss concerns about students whenever possible. Your principal should be informed of serious difficulties requiring parental involvement and should always be involved when parents come to school with a serious school

problem.

Teachers are welcome to eat in the school hot lunch program. The cost is \$5.00 per day and \$3.75 for breakfast.

You are expected to attend a representative number of school activities, including conference activities. Season passes will be issued to faculty members for all home activities. The pass will include your spouse. Passes to other conference activities are available. These passes may have to be passed around so that every staff member will have an opportunity to use them.

There are parking lots provided for faculty use. Please use them.

23. ASSIGNMENTS AND PREPARATION OF PUPILS

Assignments are important. Explain the next day's assignment, how to study for it, and highlight particular points of interest. Be sure each student receives the assignment. It is a good idea to write it on the board so no excuses can be offered. Remember that students are taking five or six other subjects in addition to the subject you are teaching. Each class is as important as the other classes. Therefore, the length of assignments must be considered in relation to a student's total daily assignments in order for all of them to be completed each day.

24. GRADING AND GRADE BOOKS

Keep grade books/electronic grade books up-to-date. Collect a sufficient number of grades during a nine-week period to verify a nine-week grade. All classes must have a minimum of 2 grades per week. Grade books are to be turned in at the end of the year with yearly grade sheets. Grade books and grade sheets are the property of the school.

If a student's grades are down, he/she should be informed frequently of their average and unsatisfactory status. Tell him/her why they are down in the subject and what can be done to bring it up to passing. Secondary teachers and Grade 4-6 teachers must follow assignment policy as adopted.

25. USE OF VIDEOS

All videos that are used in the classroom setting shall have an educational purpose that is specific to the subject area being taught. The use of videos to fill a time slot or keep the students occupied is prohibited. Any videos that are not subject area based shall be cleared through the building principal and specifically noted by title in the weekly lesson plan. Educational Service Unit #13 and the building libraries have ample supplies of educationally based videos that can be used for these purposes.

26. END OF YEAR PROCEDURES

Teachers are expected to make proper use of classroom sessions until the school year is over. The patrons of this district have a right to expect that students participate in educationally based activities while school is in session. Having students clean, organize; watch movies, etc. is not considered to be an educationally based activity. Textbooks shall be turned in no sooner than 2 class meetings before the last day of school.

27. TRAVELING TEACHERS

Teachers that work in both buildings are responsible to both building principals. This includes mandatory attendance at all staff meetings, I.E.P., M.D.T, S.A.T. These teachers are also responsible for checking out with both building principals at the end of the school year.

28. BOARD OF EDUCATION

Jeff Jenkins -----	President	Brad Helgersen.....	V. President
Dustin Keener-----	Member	Doug Keener.....	Secretary
Mark Spencer -----	Member	Paul Pieper.....	Member

The Board of Education holds its regular meeting on the second Monday of each month. All meetings of the Board are open to the public. The Board is interested in the success and progress of the faculty. Its view of the school is a broad, all-inclusive view. They are very much concerned with having the best school possible. The line of communication between the Board and all its employees is always open. However, remember the Board can act only as a group, not as individuals. The proper channel for questions and concerns with the Board is through the superintendent of schools.

Budget requests are turned in to the superintendent in the spring. These will be carefully reviewed in regard

to the school's needs pending the future approval from the Board of Education.

29. TEACHER RETIREMENT

At any age the Board may require physicians' examinations to determine the physical and mental ability of a teacher to perform his/her job responsibilities. Also, classroom observations may be required to ascertain competencies.

30. EXTENDED CONTRACT

Teachers who are on extended contract will submit a plan in writing at the beginning of the summer outlining how they expect to comply with their obligations.

31. GENERAL INFORMATION

Telephone procedure—The telephone in the classroom is for your professional use. Teachers should be making contact with parents about grade and discipline concerns. Long distance calls must be charged to your home number or written down on the phone sheet. Please ask callers to contact you during your free time to avoid interruptions during class.

News releases--All communication to the news media, community at large, special interest groups or individuals must be cleared through the office. Always type a final draft of the news release and submit it for approval to the principal and/or superintendent.

Bulletin boards--Bulletin boards are maintained for the posting of general information, school announcements and student work. The office must approve outside school information placed on bulletin boards.

Posting on special use bulletin boards must be with the approval of the teacher in charge. Notices should be removed as soon as the purpose of the notice is served. Read the bulletin board notices on a regular basis. They may concern you.

32. TERMS OF EMPLOYMENT

184 contract days. Salary and work year will be according to the current schedule.

"Everything you do teaches a lesson, even away from the classroom. We watch your actions and we hear your words and we are influenced positively or negatively. Guard your integrity like your most prized possession because it is."

33. EVALUATION

Performance of this job will be evaluated periodically during the year in accordance with the provision of the Board's Policy on Evaluation of Professional Personnel. There is a copy of the Teacher Evaluation Form at the back of the teacher handbook. All tenured teachers will be formally evaluated every other year. Additional evaluations will be at administration discretion. Non tenured teachers will be evaluated once per semester for the first three years of employment.

34. PROCEDURES FOR IMPROVING TEACHER PERFORMANCE

Principal Visitation—For tenured teachers there will be at least one principal visitation every year, followed by a written report (walk-through). For non-tenured teachers there will be at least one principal's visitation per semester. The visitations will deal specifically with teacher-pupil rapport, classroom atmosphere and control, as well as the techniques of teaching. Written reports will be signed by both the principal and the instructor at a conference to be held as soon after the visits as possible. All probationary teachers will be visited at least once during the first semester and at least once during the second semester.

35. GRIEVANCE PROCEDURE

Definition of Terms--"Grievance" shall mean a claim based upon an event or condition that affects the welfare and/or terms and conditions of employment of an employee, and/or policies, rules, regulations, or professional negotiation contracts of the school districts.

Grievance Procedure--Any school employee that wishes to claim a grievance shall notify the superintendent in writing of such grievance and shall request a time within five calendar days in which to discuss the grievance.

The superintendent shall, within five calendar days of the discussion, submit his decision in writing to the employee. If the employee is not satisfied with the disposition of the problem, he/she may, within ten days, request in writing a hearing before the Board, which the Board may schedule at its next regular meeting.

At said meeting, the evidence shall be presented by the employee, the superintendent, and by any other party requested by the Board. The Board may render its decision at that time, or it may take said matter under advisement and render its decision at the next regular meeting of the Board.

36. REDUCTION IN FORCE POLICY OF MITCHELL SCHOOL DISTRICT #31

For complete details, see Board Policy Reduction in Force (408.05)

37. OPENING DAY

The first day is an important one. The first impressions you give your students may be permanent ones. It is much easier to make a good beginning than to attempt to overcome errors that may be made on the opening day. Three important things to do the first day:

1. Arrange your room attractively. Pictures on the bulletin boards will help. Be on hand early.
2. Take control of your room or class. Have a definite plan in mind for seating pupils and distribution of books and materials. Be sure to document book numbers and conditions of the books issued.
3. Start pupils on their regular schoolwork as soon as possible.

CHECKLIST

1. Establish procedures for controlling the room. Set rules and enforce them as soon as possible. However, harsh punishment the first day is usually out of order.
2. Take roll of pupils in attendance. Complete information will be needed on all new students. Contact the Principal or counselor to inform them of any new students.
3. Be sure to check textbook numbers and condition of books as they are issued. Make a list and retain for the end of year check-in. Chromebooks will be checked out to students at the beginning of the year.
4. Advise the students of your class content and what your expectations are for the class. Make an effort to let your students know who you are and also make an effort to get to know your students.

NOTE: Additional regulations may be developed as the year goes on. Teachers will receive copies of these as they are approved.

38. PROFESSIONAL GROWTH ACTIVITIES

Local School Board Policy 409.01

"Every six years permanent certification employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or in the alternative, such other activities as are approved by the school board, which may include, but are not limited to, educational travel, professional publications, or work on educational committees."

Effective September 1, 1982, all permanent certified instructional personnel in the Mitchell Public Schools are required to provide evidence of professional growth within six years, and in succeeding six-year periods thereafter. Each professional growth period begins on September 1 and ends on August 31.

Six semester hours of college credit shall be accepted as evidence of professional growth or, as an alternative, such other activities, as are approved by the Mitchell Board of Education. Combinations of college and approved alternative activities will be accepted.

Each staff member is responsible for providing the School Administration and the Mitchell Schools Professional Growth Committee with evidence of their professional growth. Requests for professional growth hours must be submitted on the appropriate form for activities completed during each six-year period.

The School Administration and Professional Growth Committee will be responsible for determining what will be allowed for professional growth and will maintain a record of professional growth for each staff member.

Personnel who do not meet the professional growth requirements by the end of the sixth year (September 1) will not advance further on the salary schedule until the work is completed; the individual could have his/her contract terminated because he/she could not show evidence of professional growth by State statutes (as

above).

Evidence of progress toward the completion of professional growth requirements will be addressed in the evaluation report of permanent certificated employees.

39. ALTERNATIVE ACTIVITIES

1. Chairmanship or Co-chairmanship of North Central Committee (Up to two hours during one professional growth period.)
2. Any work assignment on educational committees of Mitchell schools requiring fifteen (15) hours or more of work. (Up to one hour during one professional growth period).
3. Student teacher supervision (No more than two hours per professional growth period).
4. Participation in an official school-sponsored mentoring program. (No more than one hour per professional growth period).
5. Non-credit college workshops, conferences, and special classes. (One-half (1/2) hour for each seven (7) hours of attendance, no more than two hours per professional growth period).
6. A professional publication of a significant nature. (One hour per professional growth period).

(Legal reference 79-830)

(Legal reference 79-824- paragraph #4)

40. HEALTH AND SAFETY COMMITTEE

Health and Safety Committee--**Legal Reference, NE, Statutes 48-443 to 48-446.**

On-the-job safety of every district employee is of great concern to Mitchell Public Schools. In addition, a recent change in law requires more review in the area of safety and demands the creation of a safety committee. Any improvements in safety are helpful because:

1. Injuries often bring about human suffering to district employees and their families.
2. The district cost of insurance premiums and indirect costs of disrupted work schedules and damaged equipment might better be spent in improving employee benefits and wages.

It is the policy of the School District, therefore, to provide and maintain safe working conditions and to follow operating practices directed by a safety committee that will safeguard all employees and result in safe, efficient operations.

Contact person (s):

ELEMENTARY	HIGH SCHOOL
Kaci Kearns-----	Heath Peters
Kathy Urbanek-----	Kathy Urbanek
Kim Thomas-----	John Bevins
Jamie Batterman -----	Nick Kuxhausen
Kim Thomas-----	Glen Eberspecher

41. Acceptable Use Policy Computer/Internet Network System

The access to the computer/Internet network and resources within the Mitchell Public School System is a privilege, not a right. All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the rights to prioritize use and access to the system. School owned computers, files, and etc. are subject to review without notification. This includes all files stored on a server or computer. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district system.

- Commercial solicitation is prohibited.
- School administration or the site administrator must approve use of network for charitable purposes in advance.
- The network may not be used to support or oppose political candidates or ballot measures.
- Users may not disrupt the computer/Internet network system in any way.
- System components including hardware or software shall not be destroyed, modified or abused in any way.
- The network may not be used to harass other users.

- Users may not gain unauthorized access to any computer or computing system.
- Users are responsible for the appropriateness and content of material they transmit or publish on the system.
- Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- Subscriptions to mailing lists, bulletin boards, chat groups, commercial on-line services and other information services must be pre-approved by the classroom instructor or site administrator.
- There must be a faculty member in the room anytime the Internet is used.

Employees of the district may use the district's computer system for personal use, in accordance with rules and regulations found in Board Policy, Educational Service Unit approved rules and regulations and Mitchell's Technology-Use Handbook. The computer system includes the district's email system, Internet access, and any other computer service or equipment supported with school district funds.

Mitchell Public Schools Teacher Position Job Description

*** This Job Description is in addition to and supplements
the Master Certificated Job Description***

- A. Job Title:** Teacher
- B. Department:** Instruction
- C. Education Level and Certification:** Bachelor's degree required. Must at all times during employment possess a Nebraska Teaching Certificate with such endorsements as required by NDE Rule 10 and all other certification and training as required or assigned.
- D. Reports to:** Principal or Principal's Designee
- E. Required Job Tasks**
 1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
 2. Observe and evaluate students' performance, behavior, social development, and physical health.
 3. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
 4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
 5. Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies.
 6. Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
 7. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
 8. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
 9. Prepare materials and classrooms for class activities.
 10. Assign lessons and correct homework.
 11. Enforce all administration policies and rules governing students.

12. Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
13. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
14. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of the State and the school district.
15. Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
16. Guide and counsel students with adjustment or academic problems, or special academic interests.
17. Meet with other professionals to discuss individual students' needs and progress.
18. Prepare and implement remedial programs for students requiring extra help.
19. Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.
20. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
21. Prepare reports on students and activities as required by administration.
22. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
23. Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.
24. Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.
25. Organize and supervise games and other recreational activities to promote physical, mental, and social development.
26. Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
27. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

F. Working Conditions

1. Inside offices and classrooms.
2. Outside for activities with students and student supervision.

G. FLSA Status: Exempt.

Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.

H. Essential Functions: The essential functions of the Teacher position include: (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and (3) the ability to perform the following identified physical requirements:

Physical Teacher Requirements		Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
E = Essential NE = Non-Essential		NE	NE	E	E	E
amina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing			X		
4.	Sprinting/Running		X			
xibility						
5.	Bending or twisting at the neck more than the average person				X	
6.	Bending or twisting at the trunk more than the average person				X	
7.	Squatting/Stooping/Kneeling				X	
8.	Reaching above the head				X	
9.	Reaching forward				X	
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
ivities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength			X		
13.	Driving on the job			X		
14.	Typing non-stop				X	
of Arms and Hands						
15.	Manual dexterity (screwing a lid on a jar)			X		
16.	Finger dexterity (typing)			X		
ting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	waist			X		
	shoulder			X		
	to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	waist			X		
	shoulder			X		
	to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	waist		X			
	shoulder		X			
	to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	waist	X				
	shoulder	X				
	to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	waist	X				
	shoulder	X				
	to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
shing/Pulling						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds		X			
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
rrying						
27.	10 to 25 pounds			X		
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				

MITCHELL PUBLIC SCHOOLS TEACHER EVALUATION POLICY

The Board of Education of School District #31, Scottsbluff County, Nebraska, recognizes the importance of teacher evaluation for the purpose of improving instruction and for meeting the instructional goals of the district. Teacher evaluation promotes focused professional activity and professional growth which, in turn, improves teaching competency leading to improved student performance. Therefore, teachers will be appraised using the written evaluation plan and procedure approved by this Board.

PRODECURES FOR TEACHER EVALUAION

1. Each teacher shall be evaluated on criteria which include:
 - a. Instructional Performance, this includes the use of technology
 - b. Classroom Organization and Management
 - c. Personal Conduct
 - d. Identified Strengths
 - e. Suggestions for improvementAll such evaluative criteria will be tied to and related to the achievement of the district's instructional goals.
2. The following criteria apply to the number of evaluations and the current status of a teacher (probation and tenured):
 - a. Certificated teachers on probation shall be evaluated at least once each semester during the school year.
 - b. Certificated teachers on permanent status (tenured) shall be evaluated at least once one every school year.
 - c. The duration of each classroom observation to be used for formal evaluation shall be one complete instructional period or complete learning activity (or one hour).
3. The evaluator, who is the building principal or superintendent or superintendent designee will prepare the evaluation report. It shall contain a statement which clearly describes all noted deficiencies, which specifies acceptable means for correcting the noted deficiencies, and which provides an adequate timeline for the teacher to implement the specific suggestions for improvement.
4. A conference shall be scheduled with the teacher as soon as reasonably possible following the observation visit to present and explain the written evaluation report.
5. The evaluator and the teacher being evaluated shall both sign the evaluation report to document that the evaluation has been conducted. The evaluation report form shall provide a space for the teacher's written responses to the evaluation.
6. Evaluators shall possess a valid Nebraska Administrative Certificate appropriate for the level of the teacher being evaluated.
7. Evaluators shall be prepared to use the district's evaluation system. Any training necessary shall be provided by the district and or these sources which include: Educational Service Unit #13, the Nebraska Council of School Administrators, the National Association of Secondary Principals, the National Association of Elementary Principals, the Nebraska Department of Education, and the Nebraska School Board Association. Evaluators will meet with the district superintendent to discuss evaluation procedures on a monthly basis. Evaluators will log workshops and trainings concerning evaluation procedures and skills. The superintendent of schools is responsible for training new evaluators. The superintendent will also establish or make available on-going training for existing evaluators.
8. At the beginning of each school year, teachers shall be provided a written explanation of the district's evaluation system and the procedures to be followed. This will be done prior to school starting. Evaluators and /or the superintendent of the district will communicate the evaluation process both written and verbal to all teachers in the district.

**MITCHELL PUBLIC SCHOOLS
ANNUAL FORMAL TEACHER EVALUATION**

CERTIFIED STAFF

Teacher's Name: _____

Grade: _____

Subject: _____

Date: _____

Time: _____

Evaluating Administrator: _____

Key: E=Exemplary
 S=Satisfactory
 NI=Needs Improvement
 NO=Not Observed

Key – District Standards
 X=Observed/Strong Area

I. INSTRUCTIONAL PERFORMANCE

	E	S	NI	NO
1. Planning: The lesson is well planned with clear, concise and appropriate student objectives.	☐	☐	☐	☐

District Standards

➤ Designs lessons consistent with board approved curriculum.	☐
➤ Develops clear, concise lesson plans with learning objectives stated.	☐
➤ Selects and uses appropriate activities and materials.	☐
➤ Plans appropriate goals and objectives.	☐
➤ Monitors student performance during study time to determine if assistance is needed.	☐
➤ Uses class time effectively.	☐

	E	S	NI	NO
2. Variety of Teaching Techniques: The teacher uses a variety of teaching activities and materials to promote instructional goals.	☐	☐	☐	☐

District Standards

➤ Maintains daily curriculum continuity.	☐
➤ Uses appropriate instructional methods.	☐
➤ Adapts methods and materials to students' learning levels.	☐
➤ Promotes active student involvement in instructional activities.	☐
➤ Experiments with new ideas and methods.	☐
➤ Demonstrates ability to change objectives/activities to suit individual student needs.	☐

	E	S	NI	NO
3. Communicates Ideas Effectively: The teacher provides instruction in a clear, concise manner to give each student a successful, learning experience at an appropriate level of difficulty.	☐	☐	☐	☐

District Standards

➤ Makes expectations known to the student.	☐
➤ States objectives of the lesson (set).	☐
➤ Informs students as to their progress	☐
➤ Provides immediate feedback to students and returns graded work promptly.	☐
➤ Conveys subject matter effectively.	☐
➤ Defines new vocabulary.	☐
➤ Uses grammatically correct oral and written communication.	☐
➤ Summarizes the lesson (closure).	☐

	E	S	NI	NO
4. Student Participation: <i>The teacher allows time for students to participate in their own education, encouraging them to express opinions and to build their self-concepts.</i>	☐	☐	☐	☐

District Standards

➤ Allows students to help plan learning activities.	☐
➤ Acknowledges student contributions.	☐
➤ Encourage class discussion, via appropriate-level questioning.	☐
➤ Listens and responds to students when they speak.	☐
➤ Displays enthusiasm, initiative, and imagination.	☐

	E	S	NI	NO
5. Knowledge About Students: <i>The teacher is positive and supportive of students and maintains personal relationships that generate acceptance between student and teacher and contribute to a cooperative classroom environment.</i>	☐	☐	☐	☐

District Standards

➤ Stimulates students' intellectual creativity.	☐
➤ Utilizes appropriately information provided by staff and counselor.	☐
➤ Identifies and seeks out students who need assistance or support.	☐
➤ Maintains positive contacts with parents.	☐

6. Technology Integration: The teacher utilizes technology to enhance instruction.
MDE

District Standards

- Uses a variety of technology tools.
- Integrates technology into lesson presentation.
- Utilizes technology to increase student engagement.

II. CLASSROOM ORGANIZATION & MANAGEMENT

	E	S	NI	NO
1. Learning Environment: <i>The teacher provides a physical and affective environment conducive to learning.</i>	☐	☐	☐	☐

District Standards

➤ Encourages students to take part and be active learners.	☐
➤ Displays a sense of humor.	☐
➤ Provides positive verbal and non-verbal reinforcement for proper student contribution.	☐
➤ Helps students appreciate each other's individual differences.	☐
➤ Designs and maintains an attractive classroom.	☐

	E	S	NI	NO
2. Classroom Control: The teacher maintains a controlled classroom that enhances student learning.	☐	☐	☐	☐

District Standards

➤ Establishes and applies classroom rules and routines effectively.	☐
➤ Has clear classroom rules stated in a positive manner and on display in the classroom.	☐
➤ Deals calmly with interruptions.	☐
➤ Keeps students on task.	☐
➤ Changes procedures to maintain a productive environment.	☐
➤ Monitors students engaged in independent study.	☐
➤ Handles negative student behavior in a professional and appropriate manner.	☐

	E	S	NI	NO
3. Use of Classroom, Materials, and Equipment: The teacher uses the classroom, materials, and equipment to maximize learning.	☐	☐	☐	☐

District Standards

➤ Arranges classroom furniture to enhance learning.	☐
➤ Has materials and supplies on hand for the lesson being presented.	☐
➤ Arranges visuals (transparencies, maps, charts, etc.) for maximum viewing by students.	☐

III. PROFESSIONAL CONDUCT

	E	S	NI	NO
1. Commitment to the Profession: The teacher, in accord with professional standards, demonstrates a commitment to the profession.	☐	☐	☐	☐

District Standards

➤ Makes efforts to maintain a positive working relationship with colleagues, administrators, and board.	☐
➤ Strives to improve the profession by membership and active participation in professional organizations and by serving willingly on professional committees.	☐
➤ Respects and maintains confidentiality.	☐
➤ Uses appropriate channels of communication in a timely manner.	☐
➤ Collaborates effectively with other resource personnel.	☐

	E	S	NI	NO
2. Commitment to Students: The teacher practices the profession with genuine interest, concern, and consideration for the student.	☐	☐	☐	☐

District Standards

➤ Accords just and equitable treatment to every student regardless of race, color, creed, sex, marital status, national origin or ethnic background.	☐
➤ Keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.	☐
➤ Maintains current, complete, and accurate student records.	☐
➤ Initiates contact with parents regarding student progress.	☐

	E	S	NI	NO
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3. Commitment to the General Public: Teachers, by their conduct, convey to the general public personal integrity and respect for the education profession.	☐	☐	☐	☐
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District Standards

➤ Uphold respect for the rules of law and democratic processes.	☐
➤ Uphold and support district policies.	☐

IV. PERSONAL CONDUCT

	E	S	NI	NO
1. Rapport with Students: The teacher is student oriented and gains respect of students by establishing a positive and caring classroom atmosphere.	☐	☐	☐	☐

District Standards

➤ Is fair and impartial.	☐
➤ Respects students and their opinions.	☐
➤ Displays empathy toward students.	☐
➤ Accepts student “as is” regarding individual differences and unique needs.	☐

	E	S	NI	NO
2. Rapport with Professional Peers: The teacher shares professional knowledge and techniques with other faculty, works cooperatively with all school staff, and recognizes and appreciates the work of others.	☐	☐	☐	☐

District Standards

➤ Cooperates with other colleagues in carrying out school-related responsibilities.	☐
➤ Provides input willingly on school-related decisions.	☐
➤ Expresses differences of opinion openly and tactfully.	☐
➤ Receives constructive criticism in a positive manner.	☐

	E	S	NI	NO
3. Judgment: The teacher uses good judgment regarding the safety of students and the care of the facility and furnishings.	☐	☐	☐	☐

District Standards

➤ Takes reasonable precautions to insure student safety.	☐
➤ Cares for the facility, materials, and equipment.	☐
➤ Considers the emotional well-being of students when making decisions.	☐
➤ Dresses appropriately for assigned tasks.	☐
➤ Uses language that does not profane, belittle, or intimidate.	☐

	E	S	NI	NO
4. Enthusiastic Attitude: The teacher views the school positively and exhibits an excitement for teaching that inspires students in their studies.	☐	☐	☐	☐

District Standards

➤ Stresses the positive aspects of school and students.	☐
➤ Displays a caring attitude about the profession.	☐
➤ Is punctual regarding meetings and assignments.	☐
➤ Exhibits and excitement for their own learning.	☐

Narrative/Comments/Summary: _____

Observation Summary

IDENTIFIED STRENGTHS:

SUGGESTIONS FOR IMPROVEMENT:

Staff

Signature _____ **Date** _____

Evaluator's

Signature _____ **Date** _____

Any area identified as "Needs Improvement" shall require a plan of improvement. Depending on the specific item and evaluator, the plan of improvement shall be either written or verbal. Follow-up conferences shall be conducted.

Signature of the staff member does not indicate agreement with statements made within this evaluation. Signature does indicate that the staff member has been observed, informed of the observation, and received a copy of any information placed in his or her file regarding this observation. It is the responsibility of the teacher to submit a written statement indicating his/her disagreement with statements made within this summary.

SUMMARY SHEET FOR PERSONNEL FILE

Teacher's Name: _____

Grade: _____

Subject: _____

Date: _____

Time: _____

Evaluating Administrator: _____

- I. Instructional Performance**
 - A. Planning:** Choose One
 - B. Variety of Teaching Techniques:** Choose One
 - C. Communicates Ideas Effectively:** Choose One
 - D. Student Participation:** Choose One
 - E. Knowledge About Students:** Choose One
- II. Classroom Organization & Management**
 - A. Learning Environment:** Choose One
 - B. Classroom Control:** Choose One
 - C. Use of Classroom, Materials, and Equipment:** Choose One
- III. Professional Conduct**
 - A. Commitment to the Profession:** Choose One
 - B. Commitment to Students:** Choose One
 - C. Commitment to the General Public:** Choose One
- IV. Personal Conduct**
 - A. Rapport with Students:** Choose One
 - B. Rapport with Professional Peers:** Choose One
 - C. Judgment:** Choose One
 - D. Enthusiastic Attitude:** Choose One

Additional Comments: _____

PRE-OBSERVATION CONFERENCE FORM

Name: ____

Date of Pre-Observation Conference: ____

Date/Time/Subject for Formal Observation: ____

1. Is this a new, review, or extension lesson? ____
2. What objective will be met today? ____
3. How are you going to teach the objectives? (Please describe methods & activities) ____
4. How do you plan to involve students? ____
5. How do you plan to assess the success of the lesson? ____
6. Is there a specific area you want the evaluator to address? ____

PROFESSIONAL GOALS FORM

Goals should be measurable and attainable.

Teacher: ____

Position: ____

Date: ____

Professional Goal:

Target Date for Accomplishment:

Plan for Accomplishment:

Evidence of Accomplishment: ____

MITCHELL PUBLIC SCHOOLS
MASTER CONTRACT
NEGOTIATIONS AGREEMENT 2025-2026 and 2026-2027

1.
 - a) The Mitchell School Board of Education recognizes the MEA as the “sole and exclusive” bargaining agent for the certified staff.
 - b) The District will pay a salary based on \$40,000 for the 2025-2026 and \$41,200 for 2026-2027 year as shown on the salary schedule.
 - c) The District will pay a flat salary of \$19,000 in the 2025-2026 year (\$19,300 for 2026-2027) on each step of salary schedule.
 - d) District will pay one half (1/2) of an employee BC/BS with a \$650 deductible and employee Dental Coverage with PPO - 100% A, 75% B, 50% C Coverage - Option 2
2. All Contracts and salaries will be based on a specific number, 184 days of teaching and service. This number will appear on each contract, and will be used as a basis for the amount of pay per day when it may be necessary to add or subtract from an employee's salary.
3. To advance horizontally on the salary schedule, hours over and above the degree must meet the following criteria:
 - a) Hours must be graduate level or specifically assigned by the administration.
 - b) One-half (1/2) of the hours must be in the teaching field.
 - c) Short courses (those crammed into a few days) will be limited to three hours credit.
 - d) Telecommunications or correspondence or online courses will be accepted if credited to a record of transcript, and completed successfully from an accredited college.
 - e) Graduate hours specifically applicable to administrative certification will be counted toward horizontal movement. Teachers who receive Masters in Administration may be invited or may request to sit on the Board of Education negotiations team.
4. Horizontal and Vertical movement will be allowed for each step earned.
5. Teachers will be expected to accept three assignments such as ticket selling or taking. An attempt will be made to limit these assignments up to three. Any assignment after three will be paid at the rate determined by administration.
6. All years of certificated teaching experience will be accepted.
7. To advance horizontally on the schedule, credits must be earned and presented to the superintendent's office by September 1st of each year. Credits earned or presented after that day will carry over to the following year.
8. The District will pay \$2.00 per month toward long-term disability insurance, per teacher, or the appropriate share for other than a full-time teacher, based on the percentage of time of employment. The LTD policy may be the individual teacher's choice. Rates may change at the vendor's discretion.

9. The district will pay \$5.50 per month toward a term life insurance policy of \$25,000 per teacher with the option to add an additional \$25,000 at the teacher's expense. Rates may change at the vendor's discretion.
10. Leaves:
- a) At the beginning of each year, all staff members will be granted ten (10) Flex Days to be used as sick leave, personal leave, or bereavement leave.
 - i. Ten (10) flex days.
 - ii. Flex days do not include professional days.
 - iii. Flex days may not be used the last week of the school year.
 - iv. Remaining flex days at the end of any contract year will be added to the staff member's accumulated sick leave to a maximum of 66 days to begin the next contract year or the staff member may use the Flex Days Buy Back. Each teacher will have the opportunity to select up to ten flex days for a reimbursement of 75% of 1/184 of the staff member's base salary.
 - v. When all flex days are used in any given year, a staff member may use accumulated days for sick days.
 - vi. Accumulated days are sick days, not flex days.
 - vii. Sick days may be used for illness for self or illness and/or bereavement of immediate family; immediate family is defined as the teacher's mother, father, sisters, brothers, sons, daughters, grandparents, spouse, mother, father sisters, brothers, and grandparents of the spouse. Flex days must be used prior to using sick leave days.
 - viii. Any leave days other than sick days after the expiration of all flex days in any given contract year will result in 1/184 loss of pay.
 - ix. Considerations when accumulated sick days expire: sick bank, family leave act, or loss of pay.
 - x. Nothing in paragraph 10 shall be deemed to change any teacher obligation, duty, or term of the signed teacher's contract.
 - b) Retiring teachers with accrued sick leave may apply to have the district buy back unused sick leave subject to the following criteria: Certified staff members who retire after meeting the rule of 85, but not accepting any other early retirement incentives offered by the district, may have any unused sick leave purchased back by the district at the rate of one-half (1/2) current substitute pay per day up to sixty-six (66) days.
 - c) Professional leave will be considered a paid absence when it is used to fulfill professional responsibilities or when, by attending a particular meeting, there will be a benefit to the school or to the students. This judgment will be at the discretion of the superintendent and/or the Board. Professional leave shall be two or more days per year and will not accumulate.
 - d) **New Parent Leave** A teacher who seeks leave from employment to either (1) give birth to a newborn baby, (2) be with the teacher's spouse or partner who gives birth to a newborn baby, or (3) who adopts a child under the age of six years old at the time of the adoption, shall be

entitled to paid leave for the school days that occur over the 42-calendar days immediately following the date of birth of the child or the date on which the child is legally adopted. In the event that a holiday or break falls within said 42-day period, the teacher shall not be entitled to additional days beyond the 42-day time period. Leave taken under this provision shall run concurrently with leave under the Family Medical and Leave Act and any other protected leave laws. In all other respects, new parent leave and sick leave shall be treated as separate and distinct entitlements. A new parent may not use New Parent leave under this provision intermittently, unless the employee and district agree otherwise. A teacher must obtain prior approval from the Superintendent to use personal leave in conjunction with leave under this provision (such as a teacher who desires to take personal leave immediately after leave under this provision).

11. A Section 125 Plan is provided by the District for the voluntary participation of district personnel. The plan will be selected by a committee of representatives of the MEA, administration, and non-certified employees.
12. Employees of the district may use the district's computer system for personal use, in accordance with rules and regulations found in Board Policy, Educational Service Unit approved rules and regulations and Mitchell's Technology-Use Handbook. The computer system includes the district's email system, Internet access, and any other computer service or equipment supported with school district funds.
13. The Superintendent may appoint certificated staff members to serve on the Safety Committee in accordance with Nebraska State Statute 48-443.
14. 403 (b) is offered through, *403b Consultants LLC*.
15. This agreement shall be effective as of August 2023 and shall be binding upon the Board and all certified teaching staff. If a new and substitute contract has not been duly entered into prior to August 31, 2025, the terms of this contract continue in full force and effect.
16. Definition of Terms--"Grievance" shall mean a claim based upon an event or condition that affects the welfare and/or terms and conditions of employment of an employee, and/or policies, rules, regulations, or professional negotiation contracts of the school districts.

Grievance Procedure--Any school employee that wishes to claim a grievance shall notify the superintendent in writing of such grievance and shall request a time within fifteen calendar days in which to discuss the grievance. The superintendent shall, within five business days of the discussion, submit his/her decision in writing to the employee. If the employee is not satisfied with the disposition of the problem, he/she may, within ten days, request in writing a hearing before the Board, which the Board may schedule at its next regular meeting.

At said meeting, the evidence shall be presented by the employee, the superintendent, and by any other party requested by the Board. The Board may render its decision at that time, or it may take said matter under advisement and render its decision at the next

regular meeting of the Board.

Mitchell Public Schools Salary Schedule 2024-2025

		A -BA	B - BA+9	C - BA+18	D - BA+27	E - BA+36/MA	F - MA+9	G - MA+18	H - MA+27	I - MA+36
Vertical Index	Step 1	1.0000	1.0450	1.0900	1.1350	1.1800	1.2250	1.2700	1.3150	1.3600
	0.0450	38,700	40,442	42,183	43,925	45,666	47,408	49,149	50,891	52,632
Horizontal Index	Step 2	1.0450	1.0900	1.1350	1.1800	1.2250	1.2700	1.3150	1.3600	1.4050
	0.0450	40,442	42,183	43,925	45,666	47,408	49,149	50,891	52,632	54,374
Base Salary	Step 3	1.0900	1.1350	1.1800	1.2250	1.2700	1.3150	1.3600	1.4050	1.4500
	38,700	42,183	43,925	45,666	47,408	49,149	50,891	52,632	54,374	56,115
Flat Salary	Step 4	1.1350	1.1800	1.2250	1.2700	1.3150	1.3600	1.4050	1.4500	1.4950
		43,925	45,666	47,408	49,149	50,891	52,632	54,374	56,115	57,857
18400	Step 5	1.1800	1.2250	1.2700	1.3150	1.3600	1.4050	1.4500	1.4950	1.5400
		45,666	47,408	49,149	50,891	52,632	54,374	56,115	57,857	59,598
	Step 6	1.2250	1.2700	1.3150	1.3600	1.4050	1.4500	1.4950	1.5400	1.5850
		47,408	49,149	50,891	52,632	54,374	56,115	57,857	59,598	61,340
	Step 7		1.3150	1.3600	1.4050	1.4500	1.4950	1.5400	1.5850	1.6300
			50,891	52,632	54,374	56,115	57,857	59,598	61,340	63,081
	Step 8			1.4050	1.4500	1.4950	1.5400	1.5850	1.6300	1.6750
				54,374	56,115	57,857	59,598	61,340	63,081	64,823
	Step 9				1.4950	1.5400	1.5850	1.6300	1.6750	1.7200
					57,857	59,598	61,340	63,081	64,823	66,564
	Step 10				1.5400	1.5850	1.6300	1.6750	1.7200	1.7650
					59,598	61,340	63,081	64,823	66,564	68,306
	Step 11					1.6300	1.6750	1.7200	1.7650	1.8100
						63,081	64,823	66,564	68,306	70,047
	Step 12					1.6750	1.7200	1.7650	1.8100	1.8550
						64,823	66,564	68,306	70,047	71,788
	Step 13						1.7650	1.8100	1.8550	1.9000
							68,306	70,047	71,788	73,530
	Step 14							1.8550	1.9000	1.9450
								71,788	73,530	75,271
	Step 15								1.9450	1.9900
									75,271	77,013
	Step 16									2.0350
										78,754

EXTRA-DUTY PLACEMENT

1. Extra-Duty pay will be figured on a percentage of the base entry level salary (\$38,700)
2. Individuals changing from one assignment to an assignment in a different activity will start at step one of the new categories.
3. All years of experience will be accepted in a specific activity, unless a higher category is being moved to in that specific activity. In the case of moving up in category in a specific activity, years of experience will be accepted so that the coach/sponsor will receive no less than 130% of his/her previous compensation. At the discretion of the administration team, a coach or sponsor may be given all years of experience in a specific activity when moving to a higher category in that specific activity.
4. The Administrative team retains the prerogative to add or delete positions and to change sponsors or coaches before the assignment begins.
5. The Board of Education and/or the superintendent must approve coaching positions before the assignment begins.
6. The salary for extra-duty assignment is determined on a percentage basis, per category as listed.
7. Applicable sponsorship categories are not frozen at an upper limit and will continue indefinitely on a year-to-year basis.

2024-25 Extra Duty						
BASE	\$38,700					
Category 1: Varsity Head Athletic Coaches, Head Cheer, Head Speech, Head ESports, FFA Sponsor						
Step 1:	11%	\$4,257	Step 8:	14.50%	\$5,612	
Step 2:	11.50%	\$4,451	Step 9:	15%	\$5,805	
Step 3:	12%	\$4,644	Step 10:	15.50%	\$5,999	
Step 4:	12.50%	\$4,838	Step 11:	16%	\$6,192	
Step 5:	13%	\$5,031	Step 12:	16.50%	\$6,386	
Step 6:	13.50%	\$5,225	Step 13:	17%	\$6,579	
Step 7:	14%	\$5,418	Additional: Add .5 %			
Category 2: HS Asst. Athletic Coaches, Summer Band/Pep Band, Asst. Esports, Asst. Speech, STRIV Sponsor						
Step 1:	6.600%	\$2,554	Step 8:	8.70%	\$3,367	
Step 2:	6.90%	\$2,670	Step 9:	9.000%	\$3,483	
Step 3:	7.20%	\$2,786	Step 10:	9.300%	\$3,599	
Step 4:	7.50%	\$2,903	Step 11:	9.600%	\$3,715	
Step 5:	7.80%	\$3,019	Step 12:	9.900%	\$3,831	
Step 6:	8.10%	\$3,135	Step 13:	10.200%	\$3,947	
Step 7:	8.40%	\$3,251	Additional: Add .3 %			
Category 3: Freshman Athletic Coaches, Asst. Cheer, Head One-Acts						
Step 1:	5.500%	\$2,129	Step 8:	7.25%	\$2,806	
Step 2:	5.75%	\$2,225	Step 9:	7.500%	\$2,903	
Step 3:	6.00%	\$2,322	Step 10:	7.750%	\$2,999	
Step 4:	6.25%	\$2,419	Step 11:	8.000%	\$3,096	
Step 5:	6.50%	\$2,516	Step 12:	8.250%	\$3,193	
Step 6:	6.75%	\$2,612	Step 13:	8.500%	\$3,290	
Step 7:	7.00%	\$2,709	Additional: Add .25 %			
Category 4: Junior High Head Coaches, Stage Crew All School Musical(3 Max), FBLA*, National Honor Society, Student Council*, Stage Lighting(2), Concession Stand*, Asst. One-Acts, Striv TV						
Step 1:	4.400%	\$1,703	Step 8:	5.80%	\$2,245	
Step 2:	4.60%	\$1,780	Step 9:	6.000%	\$2,322	

Step 3:	4.80%	\$1,858	Step 10:	6.200%	\$2,399	
Step 4:	5.00%	\$1,935	Step 11:	6.400%	\$2,477	
Step 5:	5.20%	\$2,012	Step 12:	6.600%	\$2,554	
Step 6:	5.40%	\$2,090	Step 13:	6.800%	\$2,632	
Step 7:	5.60%	\$2,167	Additional: Add .20 %			
Category 5: Annual, Asst. Junior High Coaches						
Step 1:	3.850%	\$1,490	Step 8:	5.040%	\$1,950	
Step 2:	4.020%	\$1,556	Step 9:	5.2100%	\$2,016	
Step 3:	4.190%	\$1,622	Step 10:	5.3800%	\$2,082	
Step 4:	4.360%	\$1,687	Step 11:	5.5500%	\$2,148	
Step 5:	4.530%	\$1,753	Step 12:	5.7200%	\$2,214	
Step 6:	4.700%	\$1,819	Step 13:	5.8900%	\$2,279	
Step 7:	4.870%	\$1,885	Additional: Add .17 %			
Category 6: Junior/Senior Class Sponsor, School Musical Accompanist						
Step 1:	2.750%	\$1,064	Step 8:	3.590%	\$1,389	
Step 2:	2.8700%	\$1,111	Step 9:	3.7100%	\$1,436	
Step 3:	2.9900%	\$1,157	Step 10:	3.8300%	\$1,482	
Step 4:	3.1100%	\$1,204	Step 11:	3.9500%	\$1,529	
Step 5:	3.2300%	\$1,250	Step 12:	4.0700%	\$1,575	
Step 6:	3.3500%	\$1,296	Step 13:	4.1900%	\$1,622	
Step 7:	3.4700%	\$1,343	Additional: Add .12 %			
Category 7: Boys' Grade School Basketball*, Girls' Grade School Basketball*, Quiz Bowl*, Math Counts*, Elementary Student Council (2)*, Grade School Volleyball, Science Bowl						
Step 1:	1.100%	\$426	Step 8:	1.450%	\$561	
Step 2:	1.1500%	\$445	Step 9:	1.5000%	\$581	
Step 3:	1.2000%	\$464	Step 10:	1.5500%	\$600	
Step 4:	1.2500%	\$484	Step 11:	1.6000%	\$619	
Step 5:	1.3000%	\$503	Step 12:	1.6500%	\$639	
Step 6:	1.3500%	\$522	Step 13:	1.7000%	\$658	
Step 7:	1.4000%	\$542	Additional: Add .05 %			
Category 8: Class Sponsors 7-10 Each, Honor Society						
Step 1:	0.800%	\$310				
*Split Between Sponsors						

**Mitchell Public Schools
Notice of Health Information Privacy Practices**

This Notice of Health Information Privacy Practices explains how the Mitchell Public School District 31 will

use and/or disclose your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Federal Health Insurance Portability and Accountability Act (HIPAA) provides as one of its provisions that group health care plans sponsored by employers and all health care providers including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms “protected health information” (PHI).

Covered entities must safeguard the PHI of individuals and may not release such information to any individual or agency, including the individual’s spouse or other family members, without the written authority of the individual. The provisions of the act become effective on April 14, 2003.

Mitchell Public School provides our employees with health insurance through the Educators Health Alliance (EHA), underwritten by Blue Cross Blue Shield of Nebraska. Because EHA is a fully insured program, EHA will not seek or maintain any PHI. The only information EHA will receive from Blue Cross Blue Shield of Nebraska will be summative information needed to manage the Plan, to determine appropriate levels of coverage and set premium rates.

Employers are not directly covered by the provisions of the act. However, employers are indirectly covered because it may become necessary from time to time, for the Mitchell Public Schools to obtain health information related to the employment policies of the Mitchell Public Schools and to comply with state and federal law.

For the Mitchell Public Schools to obtain employment related health information about you from a third party, you must provide written authorization for the Mitchell Public Schools to do so. The appropriate authorization forms are available from the District’s bookkeeper.

Under what circumstances would the Mitchell Public School District need health information?

1. Enrollment of employees in the BCBS health plan, vision care, dental and other insurance plans.
2. Accounting for sick leave under the Mitchell Public School District’s sick leave policy.
3. Filing worker’s compensation claims for employees injured on the job.
4. Seeking medical certification for eligibility for short-term or long-term disability insurance.
5. Medical information necessary for the Mitchell Public School District to comply with the Americans with Disability Act.
6. Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
7. Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
8. Medical information necessitated by compliance with OSHA.
9. On other occasions to allow the employer to be assured that the employee is medically capable of performing all the necessary duties required by the Mitchell Public Schools.
10. For costing out negotiations proposals affecting coverage and single or marital status.
11. To comply with state and federal law.
12. Other employment related matters.

In order for the employee to be assured of the benefits to which he or she is entitled under the provisions of state or federal law and the policies and negotiated agreement of the Mitchell Public School District, it will be necessary for the employee to comply with the request for information related to these business purposes; and failure to comply with that request, in a timely fashion as set forth in any written request, will result in forfeiture of the benefits at issue.

The Mitchell Public School District will not use any health information to discriminate against an employee or his or her spouse or dependents and will confine the use of such information to the specific use for which it is intended. Further, the Mitchell Public School District will not provide or share this information with any other party, except for legitimate employment related matter and then only on a need-to-know basis or unless you provide written authorization to release the information to a third party.

All employment related health information will be maintained.

Misuse of Protected Health Information

The inappropriate access to or use of PHI is prohibited by federal law and is punishable by fines and in some instances incarceration. Any misuse of PHI by any employee of the Mitchell Public School District in violation of federal law or the Mitchell Public School District's employment policies jeopardizes the financial interest of the Association and may result in job sanctions, including termination of employment.

Sick Leave Forms

In order to protect your personal health information, when reporting sick leave or medical/dental appointments, the employee should provide only the information requested on the form (i.e. doctor appointment) and should refrain from providing any specific medical symptoms unless specifically requested by the Mitchell Public School District.

Employment Forms

The Mitchell Public School District will request personal information regarding insurance coverage, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing from single to married status.

Notification of Injury Under Workman's Compensation

A staff member injured on the job shall notify the Mitchell Public School District verbally of any injury as soon as practicable, but within the legal requirements of the insurance carrier. That policy and federal law authorizes the Mitchell Public School District to disclose that information to the insurance carrier as part of any claim procedure without further authorization from you. The verbal notification is for your convenience, but the Mitchell Public School District may require you to complete a written document relating the nature of the accident and injuries.

Specific Requests for PHI

Specific request by you or by the Mitchell Public School District for your PHI, related to items set forth earlier in this policy, will be in writing and related to the purposes outlined in this policy. An employee will be provided with a copy of any form-requesting PHI. The Mitchell Public School District will maintain a copy as part of the employee's employment record.

All information acquired under the provision of this policy will be maintained by the Mitchell Public School District as part of the employee's employment record, and a reasonable effort will be made to protect its confidentiality and security.

Questions about this policy may be directed to the Mitchell Public School District.

Your Rights Provided by HIPAA

You have the following rights regarding medical information the Mitchell Public School District may obtain from you or about you.

- ❖ Right to Inspect and Copy

You have the right to inspect and copy medical information the Mitchell Public School District maintains in the course of your employment and related activities, except any information compiled in anticipation of or for use in any civil, criminal, or administrative action or proceeding.

- ❖ Right to Amend

If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request to amend the information must be in writing. The request must identify the specific information you wish to amend and include information setting forth the reasons you believe the information is inaccurate.

- ❖ Restriction or Confidential Communications

You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions may not be in conflict with the necessary business practices or provisions of law.

❖ Right to Accounting of Disclose

The Mitchell Public School District has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with the law. The Mitchell Public School District will not disclose any PHI that is part of your employment record under any other circumstances, including disclosure to other family members, unless the Mitchell Public School District receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The Mitchell Public School District is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure request prior to April 14, 2003.

❖ Right to Revocation of Disclosure

If you authorize disclosure of any information, either to the Mitchell Public School District and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the Mitchell Public School District and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.

❖ Complaint Alleging Violation

If you feel that your PHI has been used inappropriately or in violation of this policy, you may file a written complaint with the Mitchell Public School District or with the US Department of Health and Human Services.

❖ Change of Notice of Health Information Privacy Practices

The Mitchell Public School District has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made the Mitchell Public School District will abide by the terms of this notice.

Confirmation of Receipt

You are required to sign and return this copy to the Mitchell Public School District to confirm that you have received a copy of this Notice. You will be provided with a copy for your records as well. The Notice with your signature will be maintained as a part of your employment record.

I _____ acknowledge receipt of this Privacy Notice.

Date _____

Mitchell Public Schools Student Fees Policy

The Board of Education of Mitchell Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational programs provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1" which provides further specifics of student fees and materials required of students for the 2003-2004 school year. Parents, guardians, and student are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire require for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items and miscellaneous

(a) Extracurricular Activities

Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials

Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper pens, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items

Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Music Course Materials

Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(iv) Parking

Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities – Specialized equipment or attire

Extracurricular activities include students' activities or organizations which are supervised or administered by the District which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally uses exclusively, such as dance squad, cheerleading, and music/dance activity (i.e. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs and softball gloves, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (i.e. braces, mouth pieces) are the responsibility of the student participant. The student has the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost of such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost of such.

(4) Post-secondary education costs

Students are responsible for post-secondary education cost. The phrase "post-secondary education cost" means tuition and other fees only associated with obtaining credit from a post-secondary educational institution. For a course in which students receive high school credit and for which the student may also receive post-secondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

(5) Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the

extent permitted by federal and state laws and regulations.

(6) Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents or students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicated copies to be provided without charge to the extent required by federal or state laws and regulations.

(7) Participation in before and after school or pre-kindergarten services

Students are responsible for fees required for participation in before and after school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(8) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(9) Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store", a vending machine, a booster club or parents group sale, a book order club, etc. Students may be required to bring money or food for field trips, lunches and similar activities.

(10) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under the 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, and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced priced lunch program is not required to qualify for free or reduced price lunches for the purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(11) Distribution Policy

The Superintendent or the Superintendent designee shall publish the District's student fee policy in the Student Handbook or the equivalent (i.e. publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the district or to every household in which at least one student resides, at no cost.

(12) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from the students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school.

**Mitchell Public Schools
No Child Left Behind Act of 2001**

Notice Concerning Staff Qualifications:

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

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Mitchell Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the act.

(Board Policy 300C.7a)

No Child Left Behind Act of 2001

Notice Concerning Disclosure of Student Recruiting Information:

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

(Board Policy 500A.)

Administrative Regulation: Sexual Harassment

Sexual harassment is a form of sexual discrimination, which is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Mitchell School District disapproves and does not condone sexual harassment. Violations of this policy or procedures will be cause for disciplinary action.

Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature constitutes sexual harassment when:

- A. Submission to or rejection of that conduct or communication by an individual is used as a factor, either explicitly or implicitly, in decisions affecting that individual's employment or education; or
- B. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

ADOPTION DATE:

August 2002

LEGAL REFERENCE(S)

Title VII of the 1964 Civil Rights Act

SUBSTANCE-FREE WORKPLACE

The district is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs, alcohol and prescription drugs.

It is unlawful, and, therefore, absolutely prohibited for any employee of the district to engage in the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs on school premises or as a part of any of the school's activities.

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

1. The unlawful possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The unlawful possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

The term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the district.

The phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the district.

The district will biennially review its entire program pertaining to the prevention of the use of illicit drugs, abuse of alcohol and prescription drugs by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The superintendent shall undertake such study as is deemed appropriate to determine whether this program is accomplishing its intended goals. If the superintendent determines that changes are necessary or desirable in the program, the superintendent shall, on or before the regular July meeting of the Board of Education,

present to the Board of Education such changes as are proposed by the administration in the program of the district.

The superintendent will keep a statistical report of all violations of the district's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs by students and employees on the school district's property or as a part of any of the district's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

Approved _____ Reviewed _____ Revised _____

1. The date and nature of any incidents of non-compliance with the district's policies pertaining to the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

Legal Reference: P.L. 101-226, Drug-Free Schools and Communities Act
Amendments of 1989,
41 U.S.C. §§ 701-707 (1994).
42 U.S.C. §§ 12101 et seq. (1994).
34 C.F.R. Pt. 86 (1996).

Cross Reference: 405 Employee Conduct and Appearance

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS, ALCOHOL AND PRESCRIPTION DRUGS ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

I, the undersigned, by affixing my signature here, acknowledge that I understand the absolute prohibition of the district against any employee of the district engaging in unlawful possession, use, manufacture, or distribution of illicit drugs, alcohol and prescription drugs on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I further understand by affixing my signature here that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

Dated this day _____ of _____, 20__.

Signature of Employee

EMPLOYEE PAYROLL PROCEDURES

Salary payments are made to all certified employees in twelve installments. The first payment will be made to the employee on the twentieth day of the month following the commencement of employment, in accordance with the terms of the contract. All succeeding payments will be made on the 20th day of the month thereafter while the contract is in force. Upon termination of the contract for any reason, the employee may be paid in one lump sum all salary yet due him upon fulfillment of the contract. This final payment is dependent on the availability of funds in the district or county treasury. Beginning September 1, 2009, all payroll checks will be direct deposited to employee's account.

MITCHELL PUBLIC SCHOOLS
CLASSIFIED EMPLOYEE HANDBOOK
2026-2027

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WELCOME!

Welcome to Mitchell Public Schools. The school district looks forward to you becoming a valuable asset and contributor to our students' education. We hope that you will enjoy the challenge of being part of a team that keeps our schools functioning smoothly and effectively.

Questions are sure to arise regarding your position and specific role in the school district. Your supervisor will spend time with you to explain some of the specifics about your job and exactly what is expected of you. This handbook has been prepared for you in order to answer some of the most common questions of concern to both new and long-term employees.

This handbook will answer questions about what we do, how we do it, and what is expected from all of our employees. Please take time now to read through this handbook. If you have any specific questions, please ask your supervisor/building principal. We also suggest that you keep this handbook at your work place, so you can refer to it any time you have a question or problem.

Mitchell Public Schools spends a great deal of time and effort finding and hiring people who are self-confident and have the skills and abilities to adequately perform a specific job. It is the district's intent for a match between an individual's capabilities and the tasks needed.

However, it should be noted that all employees are hired with the understanding that the period of employment is for an indefinite length of time, and that employment may be terminated at the will of the employee or the employer for any or no reason, at any time. The information in this employee handbook is not to be considered in any way a contract of employment.

We hope you enjoy the interesting and challenging work you will be doing along with our other Mitchell Public School employees. We wish you great success in your future here!

WHAT THE SCHOOL DISTRICT DOES: Education is the only business of the Mitchell Public Schools. Our schools exist and people are hired for the sole purpose of serving students. Therefore, you must realize that the education process is both a service and an obligation to our students, their parents, and the community. This educational process encompasses the efforts of all of our employees.

We listen carefully to our patrons to make sure that we deliver what they need and have come to expect from us. If a student or parent has a problem, we respond quickly and make sure the problem is resolved. Our goal is to deliver a top quality education to students, to help our students use their education to their best advantage, and ultimately, to make sure that the student is prepared to face the challenges of the future. The entire staff both classified and certified together form a team whose goal and responsibility must be to educate students. The environment for learning must be positive, safe, and conducive to the educational process.

SCHOOL DISTRICT PHILOSOPHY: From the moment we began educating the youth of Mitchell School District #31, we have thought of the Mitchell Public Schools as a team of people working together to provide the best quality education for our students. Our success is due to hiring bright talented people who work well together toward a common goal.

When our educational services do not meet our own or our community's standards, we look to our entire educational team to find out what went wrong. We may make changes in the way things are done, or even in who is on a team, to make sure we all stay motivated and continue to develop creative ideas important to the future of our students and the community. Unsatisfactory results are rarely viewed as the entire responsibility of one individual. And when we are proud of our work, we congratulate all the members, not just one person for his or her excellent work.

As you can see, everything we do here is a team effort. Every person is expected to do his or her job well. With the support we give each other and the excitement and enthusiasm we generate together, excellence never seems far from our collective reach.

Please join us in this TEAM philosophy. It has worked well for us since the school district began. We would like each person who works for the Mitchell Public Schools to realize his or her importance to the overall educational effort of our students.

We are a school district that has been successful in the past, is now successful, and we intend to be successful in the future. We are constantly moving on to new and different challenges in the world of education. However, we can't do it without YOU!

CERTIFIED (CERTIFICATED) STAFF: The largest number of employees within the Mitchell Public Schools is the certificated staff. The classroom teachers and other licensed professionals have the responsibility for delivering the best instruction to our students, and to be responsible to the building Principal(s).

CLASSIFIED STAFF: The second largest number of employees within the Mitchell Public Schools is the classified staff. These employees perform a variety of educational support functions within the school district. They are responsible to an assigned supervisor. The following seven (7) job classifications have been created for the classified staff employees within the Mitchell Public Schools:

District Bookkeeping Secretarial Staff	Classroom Aides Cafeteria/Food Service	Maintenance/Grounds Transportation	Custodians
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All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district. Along with other efforts to recruit the best possible candidates, the superintendent will/may advertise publicly when a vacancy exists.

APPOINTMENT & CONDITIONS of EMPLOYMENT AT WILL EMPLOYMENT AGEEMENTS: All support staff employees are considered "at will" employees who may end their employment with the district at their will or whose employment with the district can be ended at the will of the district. All support staff employees will be required to sign an "at will" employment agreement indicating their awareness and acceptance of the "at will" status of their employment.

EQUAL OPPORTUNITY EMPLOYER: The Mitchell Public School System will not discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, the Federal Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act. Any person who believes he or she has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation may use the grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504, or Title VI, may be directed to:

Mitchell Public Schools, Superintendent of Schools
1819 19th Avenue
Mitchell, NE 69357

In specific cases of Title IX compliance, please refer complaints to the Mitchell Public Schools IX Coordinator, Jamie Batterman.

In the case of Title IX and the Rehabilitation Act to:

Director of the Region VII Office for Civil Rights
10220 North Executive Hills Boulevard 8th Floor
Kansas City, MO 64153

GRIEVANCE PROCEDURE - Non-Certificated Employees: A grievance is defined as a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a non-certificated employee or group of non-certificated employees, or the interpretation or application of the policies, rules, and regulations of the Mitchell Public Schools.

Should such grievances arise between the Mitchell School District and any employee or group of employees, such grievances shall be taken up for settlement under the following procedure:

Step I - The employee shall present the grievance orally to the building principal or the employee's immediate supervisor. The principal or supervisor will, upon request, within five days thereafter, present a decision thereon, in writing to the grievant.

Step II - If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented, in writing, to the building principal or immediate supervisor of the grievant who will, within five school days thereafter, present a decision thereon, in writing, to the grievant.

Step III - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented, in writing, to the Superintendent of Schools or designee, who will, within five school days thereafter, present a decision thereon, in writing, to the grievant. If a satisfactory adjustment is not thereby reached it may be presented, in writing, to the Board of Education, who will hear the grievance within thirty days and who will present a written decision to the grievant within ten days following the hearing.

RULES, REGULATIONS, and EXPECTATIONS

CODE OF CONDUCT: We pride ourselves on the clean, orderly, safe, professional, and healthy educational environment that we have created in the Mitchell Public Schools. To maintain this environment, we need everyone's cooperation. We have established the following rules of conduct, which apply to all employees. We do not allow employees to post notices anywhere on school district premises without permission from the Superintendent of Schools. We ask that employees do not conduct personal business on school premises, on school time, or using school equipment or resources. Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to rules and regulations promulgated by the Superintendent or Building Principal.

ALCOHOL AND DRUGS: The use of alcohol and/or drugs on school premises at any time is strictly forbidden. You may not be under the influence of alcohol or distilled spirits, or illicit drugs (some examples are: marijuana, cocaine, heroin, barbiturates, amphetamines, or methamphetamine) when in our employment or while on school premises.

Drug and Alcohol Testing: All new bus drivers must submit to a drug and alcohol test as a condition of employment. Existing drivers will be tested on a random basis as determined by an unbiased method. A driver will be required to submit to drug or alcohol testing whenever the driver is involved in an "on the job" accident or the driver's behavior raises a reasonable suspicion that the employee is involved in drug use. If an initial screen is positive for drugs, a confirmatory test will be required. Drivers who refuse to submit a specimen for testing will be treated as though the test were positive. Employees who test positive are subject to discipline and possible discharge from employment.

The use, possession, transportation or sale of drugs or alcohol by anyone while on district business or on district premises is prohibited. Further, employees are prohibited from being at work under the influence of alcohol or other illicit drugs. Violation of these rules by an employee will be grounds for discipline up to and including discharge from employment. The district reserves the right to carry out reasonable searches of district lockers, desks, and offices. The district also reserves the right to search lunch boxes, brief cases, lockers, purses, and private vehicles if parked on district property. Such searches will be conducted if administration determines in its sole discretion that the searches are appropriate and no advance warning is necessary.

SUBSTANCE-FREE WORKPLACE

The district is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs, alcohol and prescription drugs.

It is unlawful, and, therefore, absolutely prohibited for any employee of the district to engage in the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs on school premises or as a part of any of the school's activities.

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

1. The unlawful possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The unlawful possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

The term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the district.

The phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the district.

The district will biennially review its entire program pertaining to the prevention of the use of illicit drugs, the abuse of alcohol and prescription drugs by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The superintendent shall undertake such study as is deemed appropriate to determine whether this program is accomplishing its intended goals. If the superintendent determines that changes are necessary or desirable in the program, the superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the district.

The superintendent will keep a statistical report of all violations of the district's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs by students and employees on the school district's property or as a part of any of the district's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the district's policies pertaining to the unlawful possession, use, or distribution of illicit drugs, alcohol and prescription drugs by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

Legal Reference: P.L. 101-226, Drug-Free Schools and Communities Act
Amendments of 1989,
41 U.S.C. §§ 701-707 (1994).
42 U.S.C. §§ 12101 et seq. (1994).
34 C.F.R. Pt. 86 (1996).

Cross Reference: 405 Employee Conduct and Appearance

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS
AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR
DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR
AS A PART OF ANY OF THE SCHOOL'S S ACTIVITIES.

I, the undersigned, by affixing my signature here, acknowledge that I understand the absolute prohibition of the district against any employee of the district engaging in unlawful possession, use, manufacture, or distribution of illicit drugs, alcohol and prescription drugs on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I further understand by affixing my signature here those disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

Dated this day ____ of _____, 20__.

Signature of Employee

DISORDERLY CONDUCT: Illegal, immoral, or indecent actions are not allowed.

FALSIFIED RECORDS: No employee may falsify any school records. These records include employment applications, time records, expense accounts, supply requisitions, and student records.

GAMBLING: Wagering or betting of any kind is not allowed on school premises.

LOITERING: Employees are not encouraged to remain on school premises after normal work hours. Visitors (including friends or relatives) are not allowed on school premises for purposes other than those related to school business, athletic or recreational activities.

PARKING: Parking is provided for all employees. Since parking is limited, employees may not leave a vehicle on school premises during non-working hours without prior permission. Employees are not allowed to park in restricted areas, including those reserved for visitors, handicapped individuals, or other reserved areas.

TOBACCO USAGE: The Mitchell Public Schools are Tobacco-Free school buildings. The use of any tobacco related product is strictly prohibited in school buildings and in school vehicles. Displaying tobacco related products, such as carrying tobacco visible on person, is also prohibited in school buildings and vehicles.

THEFT OR DAMAGE TO PROPERTY: Theft or damage to school district or personal property belonging to others is strictly prohibited and may result in immediate dismissal.

VISITORS: All visitors are required to check in with the building secretary. Visitors are allowed on school district premises only for work related reasons, unless prior permission has been obtained. The hosting employee is responsible for the visitor. The employee should make sure the visitor follows all school district rules and procedures.

UNAUTHORIZED USE OF SCHOOL DISTRICT RESOURCES: Use of school district time, equipment, or any other resources for any non-work related reason is not allowed. This includes use of school district time to conduct non-work related activities.

UNIFORMS OR DRESS CODE: Our dress code varies from job to job, from building to building, and in some cases, from day to day. We ask that you always report to work dressed neatly and appropriately. Para's will follow teacher's dress code. This is semi-professional with blue jeans limited to special occasions only. Your supervisor will advise you as to the exact dress requirements for your position. Employees who work in the cafeteria wear uniforms. These uniforms are purchased and supplied by funds generated from the food service program within the school district. Food service employees and custodial staff are the only ones required to wear uniforms by the Mitchell Public Schools.

CELL PHONE USAGE: Cell phone use or distraction from work using an electronic device is prohibited during student supervision and/or times considered "on duty with students." This time includes recess duty, crossing guard duty, or any other time the need to supervise children for safety purposes is involved. Cell phones may be carried on person during recess duty and other supervisions for emergency purposes if approved or recommended by a supervisor (administration or designated staff member). Cell phones may be kept in a secured area for personal belongings.

SAFETY PROCEDURES: The school district expects that all employees will follow the basic rules of safety appropriate to all work areas within the school district. Mitchell Public Schools is interested in and concerned for the health and safety of all employees. The district's safety committee is utilized in order to advise and guide the school district on matters dealing with a safe work environment. All employees are responsible for following safe work practices and for reporting to their supervisor any conditions or circumstances that may be dangerous. The following are general district wide safety practices and policies:

- Do not try to move, lift, or carry anything heavy by yourself. If you need assistance, call the building custodian. If the object(s) require the assistance of the maintenance personnel, you

should make your request ahead of time to give the building principal adequate time to request a work order and the maintenance personnel time to schedule the work to be done.

- Report any injury, no matter how minor, to your supervisor or building secretary and to the building principal.
- If you are injured on the job, it is required that a formal accident/injury report be completed by you and your supervisor no matter how minor the injury. The formal injury report should be forwarded to the District Bookkeeper who is responsible for sending a report to our Worker's Compensation insurance carrier within five (5) days.
- **Key Card for Entry:** Classified staff members may be used building-access key cards if necessary for the position. These cards may be limited to time and location. If the card is lost, please report immediately to your supervisor so that it can be deactivated. Replacement cards will be at a cost to the employee of \$15.00.

EMPLOYEE PAYROLL PROCEDURES: Salary payments are made to all full time employees in twelve installments. The first payment will be made to the employee on the twentieth day of the month following the commencement of employment, in accordance with the terms of the contract. All succeeding payments will be made on the 20th day of the month thereafter while the contract is in force. Upon termination of the contract for any reason, the employee may be paid in one lump sum all salary yet due him upon fulfillment of the contract. This final payment is dependent on the availability of funds in the district or county treasury. Beginning September 1, 2009, all payroll checks will be direct deposited to employee's account.

HOURS OF WORK: All classified employees' hours of work, work schedules, and tasks are dependent on the district's needs as well as the specific building or assignment. Classified employees will work from 10 hours per week to no more than 40 hours per week unless authorized by school administration. Supervisors will determine assignment and number of hours per day/week.

Classified employees are scheduled for three to five days of work each week. The school district's work week is identified as Sunday through Saturday. All classified employees are required to complete a weekly time record. These must be completed by the first day of each week. **In order for the district to maintain accurate records, please use time clocks or computerized time program and separate time cards or computerized time program for each building or department. If time clocks or computerized time program are not used, the employee will not be paid for the hours worked.**

HOURS OF WORK - EXCEPTIONS: There are some exceptions to the standard working hours. They are as follows:

MAINTENANCE/CUSTODIANS: Maintenance personnel are employed on a twelve (12) month basis. The normal workday for maintenance personnel shall be eight (8) hours. The Director of Maintenance Services coordinates the exact start time. School bus drivers' start time and end time will vary upon the particular route. The Director of Transportation will determine route schedules in conjunction with other supervisors if necessary. Summer hours may be different if approved by Superintendent.

BUILDING SECRETARIES: All building secretaries work during the normal school day. Secretaries are allowed a period for lunch with the exact time and specific arrangements varying according to duties assigned by the building principal. Summer hours maybe different if approved by Superintendent.

PARA EDUCATORS: The exact number of days and hours worked per week will be determined by Special Services Director or your building principal.

COOKS: All cooks/cafeteria workers will be on duty only when classes are in session or summer if applicable. The Cafeteria Supervisor, however, will work under an extended contract. All working hours will be established by the Food Service Director and approved by the District Bookkeeper.

BREAKS: All employees are given a non-paid meal period each day which must be taken about midway through the school day. Every employee is also given two (2) paid 15 minute breaks each day, one before the meal period and one after it. Your supervisor will advise you as to when you may take these breaks. **Employees must take a 30-minute lunch away from their desk, office etc. and punch out their time cards.**

OVERTIME: In order to provide support for the employees and to avoid the need for overtime, the district strives to schedule work and tasks as efficiently as possible. There are times, however, that it is necessary to work hours beyond those identified for each position. **The administrative supervisor for the classified position must approve such times in advance.** Except for bus drivers, cash payment for overtime will not be made. In all other cases, compensatory time will be allowed for overtime worked.

COMPENSATORY TIME: Compensatory time accumulates on an hourly basis for those employees whose work schedule is less than 40 hours per week and at a rate of 1.5 times for those who work more than 40 hours per week. Compensatory time earned must be identified on the weekly time record form and coordinated with the appropriate supervisor. The school district prefers the accumulated compensatory time be taken within the same pay period in which the overtime was earned.

Time away from work due to illness or for other reasons is not subject to compensatory time rates. However, if you are paid for a day out due to earned sick time or compensatory time, and later in that week you work additional hours bringing your total time worked to more than forty in one week, those hours are eligible for compensatory time treatment.

Certain employees are not eligible for overtime pay, since their jobs are professional, technical, managerial, administrative or executive. Such employees are legally defined as "exempt," which means their job is not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. You will be told at the time of your initial employment whether or not your job is eligible under appropriate federal or state regulations.

LEAVE TIME:

HOLIDAY: Only twelve-month employees who work eight hours per day are eligible for paid holidays. These employees are considered full-time. Paid Holidays include: Thanksgiving (2), Christmas (4), New Years (2), Easter (2), Memorial Day, Fourth of July, and Labor Day.

VACATION: Only employees who are employed on a twelve (12) month basis and work eight (8) hours a day are eligible for vacations. Each eligible employee will receive ten (10) days of paid vacation time per year and fifteen (15) days after 4 successful years. Vacation schedules must be arranged in advance and submitted and approved by your supervisor, then forwarded to the Superintendent's office.

SICK/PERSONAL—Part time employees receive 6 days of flex leave per year, allocated as 3 days of flex per semester. Three (3) paid flex days will be awarded to begin on the first day of the contracted school year, three (3) additional paid flex days on the first day of the 2nd semester. Flex leave may be applied to a day during the school year that would otherwise be considered unpaid (Winter break, day of no school, etc.) Unused flex days will be reimbursed at the hourly rate of each employee. Non-certified staff that are gone for more than one hour, must use given flex time and/or sick days. Once their days are gone, if they need additional time, they can go unpaid for time taken off from work. If more than the allocated six (6) flex days are used, a meeting with the supervisor, administration and the employee will occur to discuss a plan to ensure attendance at work. If an classified part-time employee has more than (10) days of absence from work, another meeting will be held with the consideration of termination. Consideration of medical reasons will be made.

Full time employees receive 10 days of flex leave per year and may accumulate up to 40 days. Unused flex days will be reimbursed at the hourly rate of each employee. Full time employees must contribute one day of flex leave each year to the sick bank in order to be eligible to petition the bank.

DUAL JOB EMPLOYEES: The employee will receive 5 days of personal/sick leave. Days are not doubled.

BENEFITS:

HEALTH INSURANCE: Full time salaried employees are eligible for coverage through Blue Cross/Blue Shield of Nebraska. With the change in Federal Law, Affordable Care Act (Obama Care) non full time employees can be eligible for coverage through Blue Cross/Blue Shield of Nebraska based on wage and hourly determination.

RETIREMENT: All employees working 15 or more hours per week are required to contribute to the retirement plan.

FLEX PLAN: All employees are eligible to participate in the Flex Plan.

VISION PLAN: All employees are eligible to participate in the Vision Plan.

JOB PERFORMANCE EVALUATION: You should constantly critique your own work and ask yourself, "What could I do to improve my own performance in my work?" Additionally, you should ask your supervisor to help you in your self-evaluation of your work. Your supervisor's responsibility is to help you do a better job and provide critical analysis in order to make improvements. In order to provide for this evaluation, your supervisor will occasionally meet with you to discuss your strengths and weaknesses. A job evaluation form will be furnished to your supervisor by the superintendent's office and must be completed no less than once a year.

UNSATISFACTORY PERFORMANCE AND DISCIPLINE: An employee whose performance does not meet the standards as described in the official job description and/or performance goals and objectives agreed to at the beginning of the year are subject to specific disciplinary actions.

It is the Mitchell Public Schools basic personnel policy to allow all of our employees as few restraints on personal conduct as possible. However, we must also protect the school district, our students and our other employees against unreasonable actions that could be problematic or even harmful to other employees, or school district property, or students. For these reasons, we have established the following guidelines on disciplinary actions.

Employees whose work is below acceptable standards or who are in violation of any of the rules, policies, or procedures outlined here and/or described in the school district's personnel policies are subject to the disciplinary procedures listed below. These disciplinary procedures are listed in order of increasing severity. A record of all actions taken will be placed in your personnel employment file. Any one of these procedures may be used at any time and not necessarily in the order presented in this handbook.

- **Oral warning**
- **Written warning**
- **Performance probation**
- **Temporary suspension**
- **Termination**

Under most circumstances, if performance or the situation does not sufficiently improve in a reasonable period of time, a supervisor may apply the next level of discipline. Under some circumstances, employees may be subject to immediate discharge and termination of employment.

RIGHT TO TERMINATE AT WILL: Just as a classified employee may decide to quit his/her employment, the district reserves the right to terminate employment with or without cause, and with or without notice, at any time at its sole discretion. Any promise that limits management's right to terminate with or without cause needs to be made in writing by the Superintendent of Schools.

TERMINATION FOR CAUSE: The district may discipline or discharge an employee for cause without notice and/or pay in lieu of notice for any act or pattern of behavior it considers to be detrimental to its interest or those of its employees. The following non-exhaustive list of offenses constitutes reasonable cause for discipline or discharge:

- Discrimination against employees or applicants because of reasons prohibited by law including sexual harassment as defined by district policy and by law
- Violation of company policy concerning ethics or business practice, unauthorized disclosure of confidential information, or proprietary information
- Refusal to perform work assigned by a supervisor
- Deliberately delaying or restricting work output
- Fighting or creating a disturbance
- Falsifying or forging records
- Theft or abuse of district property
- Use or possession of illegal drugs at work
- Being under the influence of drugs or alcohol at work
- Sleeping or being grossly inattentive to duties at work
- Conviction of a crime that is directly related to or may adversely impact an employee's ability to perform the duties of his/her position

**AN EMPLOYEE WHO IS TERMINATED FOR ANY REASON IS NEITHER
ENTITLED TO NOR GIVEN SEVERANCE PAY!**

NON-CERTIFICATED EMPLOYMENT AGREEMENT FOR A DEFINITE TERM

This employment agreement is made by and between _____ Public Schools, (_____
County School District ____), referred to herein as the "District," and _____,
referred to herein as the "Employee."

WITNESSETH: The District agrees to employ the Employee and the Employee agrees to accept such employment subject to the following terms and conditions:

1. Term of Employment. This contract shall commence on the ____ day of _____, 20____. This contract shall terminate on the ____ day of _____, 20____, or may be terminated pursuant to Section 7 of the contract, whichever occurs first.

2. At-Will Nature of Employment; Duties of Employee. The Employee is hired as an "at will" employee and accepts employment on that basis. The Employee's duties and extent of employment are subject to assignment by the Superintendent of Schools or the Employee's supervisor. The Employee's compensation is dependent upon the extent of his or her employment and duties. The Employee agrees at all times to perform all of his or her duties faithfully, industriously, and to the best of his or her ability, experience and talents.

3. Days and Hours of Employment. The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

4. Compensation. The Employee's wage shall be the hourly rate for the work performed as specified for the position and approved by the board of education.

5. Fringe Benefits. The fringe benefits for the Employee shall be those specified for the position and approved by the board of education.

6. Policies, Rules and Regulations. The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District, and the directives of supervisors. The Employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

7. Termination of Employment. This agreement creates no property right in continued employment and may be terminated by either party, with or without cause and without a hearing, upon giving written notice. The Superintendent of Schools may, acting upon his or her own initiative, terminate the Employee's employment; and such termination will be effective upon the date of the issuance of the notice.

8. Compensation Upon Termination. The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee and may be withheld by the District from any payments to the Employee. Vacation days and/or holidays do not carry forward from one year to another and, upon termination; the district shall not be obligated to pay the employee for any unused sick leave, vacation days, and/or holidays.

9. Deductions. The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or the value of property or money entrusted to the Employee or owed by the Employee to the District during the course of the Employee's employment, if such property or money have not properly been returned to the District.

10. Compensatory Time. The Employee agrees to the use of compensatory time in lieu of overtime pay, at the District's discretion. The Employee agrees to accept compensatory time off in lieu of overtime compensation at a rate equal to one and one-half hours of time off for each hour of employment for which overtime compensation would otherwise be required.

11. Two or More Types of Work. The Employee agrees that if he/she performs two or more different kinds of work for which different hourly rates are paid, payment for overtime hours will be at a rate of one and one-half times the hourly non-overtime rate for the type of work he/she is performing during the overtime hours.

12. Occasional or Sporadic Employment. If the Employee, solely at his/her option, works occasionally or sporadically on a part-time basis for the District in a different capacity from his/her regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability under the Fair Labor Standards Act.

13. Entirety of Agreement and Amendments. The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions, and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

14. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

Employee_____

Superintendent/Authorized Designee_____

Executed on _____, 20____.

Executed on _____, 20____.

MITCHELL PUBLIC SCHOOLS
CLASSIFIED EMPLOYEES
HANDBOOK
ACKNOWLEDGEMENT
OF
RECEIPT AND COMPLIANCE

This is to acknowledge that I have received a copy of the Mitchell Public Schools 2019-20120 CLASSIFIED EMPLOYEE HANDBOOK. I will familiarize myself with the material in the handbook and my personal conduct will be governed by its contents. I further understand that the Mitchell Public Schools may change, rescind, or add to any policies, benefits, or practices described in this handbook with or without prior notice.

Anything not included within this classified handbook is board policy, administrative regulation, or management prerogative.

***PLEASE RETURN THIS PAGE TO THE OFFICE
OF SUPERINTENDENT WITHIN FIVE DAYS***

Employee's Signature_____ Date_____/_____/_____

Mitchell Elementary School

Parent/Student Handbook 2026-2027



**Mitchell Elementary
1439 13th Avenue
Mitchell, NE 69357
Telephone: 308-623-2828
Fax: 308-623-1690
www.mitchelltigers.org**

Principal's Message:

Dear Parents, Guardians, and Students:

Welcome to the 26-27 school year! I feel it is a great honor and privilege to be the principal of MES. Our desire is to continue to provide a great education for your child. We take a great deal of pride in what we do here at MES. We have a phenomenal staff that strives to be the best. We want your child to leave this school with a yearning to learn! Please review this handbook as it outlines procedures, routines, and guidelines for the school year.

If you ever have questions or concerns about the handbook or any school issue, please do not hesitate to call, email, or stop by.

Sincerely,

Kaci Kearns

Kaci Kearns, Principal

Intent of Handbook

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

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

DISCLAIMER NOTE: This handbook does not form a contract and the school reserves the right to change or modify the handbook whenever it is deemed to be necessary. The rules, regulations and policies contained in this handbook will be constantly monitored for effectiveness. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations. Students will be notified of changes or additions.

Members of the Mitchell Board of Education:

Name	Title
Mr. Jeff Jenkins	President
Mr. Brad Helgerson	Vice President
Mr. Doug Keener	Secretary
Mr. Dustin Keener	Member
Mr. Paul Pieper	Member
Mr. Mark Spencer	Member

Administrative Staff:

Dr. Kathy Urbanek	Superintendent	623-1707 kurbanek@mitchelltigers.org
Mr. Heath Peters	High School Principal	623-1707 hpeters@mitchelltigers.org
Mrs. Kaci Kearns	Principal	623-2828 kkearns@mitchelltigers.org
Mr. Nick Kuxhausen	Athletic Director Dean of Students	623-2235 nick.kuxhausen@mitchelltigers.org
Ms. Jamie Batterman	Special Services Director	623-2828 or 623-2235 jamie.batterman@mitchelltigers.org
Mrs. Karen Hawley	Administrative Assistant	623-2828 karen.hawley@mitchelltigers.org
Mrs. Mindy Fillingham	Administrative Assistant	623-2828 mindy.fillingham@mitchelltigers.org

School Contact Information:

Office Contact: Phone: 623-2828 Cafeteria: 623-1945 Fax: 623-1690 Mitchell Elementary 1439 13th Avenue Mitchell, NE 69357
School Website: www.mitchelltigers.org Download the App: Mitchell Public Schools

Staff:

Mitchell Elementary Staff List 2025-26

Julia Jacobs	Pre-School
Casie Campbell	Pre-School
Cortney Bellairs	Kindergarten
Kenzey Kanno	Kindergarten
Kylie Soule	Kindergarten
Kammie Wilson	Transitional Kindergarten
Shawn Helgerson	1st Grade
Miranda King	1st Grade
Becky Osmera	1st Grade
Andrea Feltgen	2nd Grade
Amie Hessler	2nd Grade
Kaitlin Broussard	2nd Grade
Tina Cheek	3rd Grade
Michelle Engstrom	3rd Grade
Erin Reisig	3rd Grade
Kelli Clarke	4th Grade
Taylor Briggs	4th Grade
Lyndsey Walters	4th Grade
Emily Walton	5th Grade -Science
Jami Schaffer	5th Grade -Social Studies
Grace Wyatt	5th Grade - Reading
Jenny Bohl	6th Grade -Language Arts
David Becker	6th Grade -Math
Dillon Broussard	Physical Education
Nikki Bunnell	K-4 Music
Austin Sailors	5-6 Music

Ashley Dobry	Title I
Kortni Zeiler	Counselor
Kristin Pankonin	SPED Teacher
Alyxis Littau	SPED Teacher
Kim Thomas	Nurse
Michelle Peters	Assessment & Curriculum
Allison Villagrana	Library
Karen Hawley	Administrative Assistant
Mindy Fillingham	Administrative Assistant
John Bevins	Head of Maintenance / Buses
Brian Hazard	Maintenance
Rudy Hernandez	Maintenance
Dan Klingsporn	Maintenance
Tom Hernandez	Maintenance
Jamie Batterman	Special Services Director
Nick Kuxhausen	Athletic Director Dean of Students
Kaci Kearns	Elementary Principal
Heath Peters	High School Principal

Mitchell School Colors and Mascot

All of us at Mitchell Public School take pride in our school and school-sponsored activities. School pride is important for all persons in the Mitchell School family. It instills the feeling of belonging and security. This feeling contributes to a positive and productive learning environment in school.

As part of our pride and spirit at Mitchell School, we have chosen a mascot and school colors. Our school colors are black and orange. Our mascot is the tiger. The tiger symbolizes spirit and determination that are characteristic of the positive efforts of Mitchell students, parents, and staff as they strive for the best educational opportunities available to them.

MITCHELL PUBLIC SCHOOLS

2026-2027 Calendar

Aug-26						
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					

Sep-26						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30			

Oct-26						
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25	26	27	28	29	30	31

Nov-26						
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22	23	24	25	26	27	28
29	30					

Dec-26						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days per Quarter:			
A- 13	J- 18		
S- 21	F- 18		
O- 21	M- 21		
N- 18	A- 20		
D- 14	M- 13		
S1- 87	90		

Aug. 11	Teacher Inservice
Aug. 12	Teacher Inservice
Aug. 13	Students First Day
Sep. 7	No School: Labor Day
Sep. 30	P/T Conferences, 1:00 to 7:00 p.m.
Oct. 1	P/T Conferences, 1:00 to 7:00 p.m.
Oct. 5	No School: Fall Break
	End of Quarter 1 (45 days)
Oct. 13	12:30 Out for Teacher Prof. Dev.
Nov. 25-27	No School: Thanksgiving Break
Dec. 18	End of Quarter 2, Sem. 1 (86 days)
Dec. 21	No School: Winter Holiday Break
Jan. 5	No School: Teacher Inservice
Jan. 6	First Day of Semester 2
Feb. 10-11	P/T Conferences, 1:00 to 7:00 p.m.
Feb. 12	No School: Winter Break
Feb. 15	Teacher Inservice
Mar. 12	End of 3rd Quarter (46 days)
Mar. 25	12:30 Out for Teacher Prof. Dev.
Mar. 26-29	No School: Easter Break
Apr. 16-19	No School: Spring Break
May 15	Graduation @ 2:00 p.m.
May 19	End of Quarter 4, Sem. 2 (90days)
May 19	Last day of school for students
May 20	Teacher Inservice

Student School Hours:	
Elem:	Mon-Thurs: 8:00 a.m. - 3:30 p.m. Friday: 8:00 a.m. - 12:30 p.m.
MS/HS:	Mon-Thurs: 7:50 a.m. - 3:45 p.m. Friday: 7:50 a.m. - 12:30 p.m.

-  - No School
-  - Friday Out (12:30 HS/12:30 Elementary)
-  - Teacher Day, No School for Students
-  - Parent/Teacher Conferences

(white Fridays = 3:00 out for teachers)

Jan-27						
S	M	T	W	T	F	S
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31						

Feb-27						
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28						

Mar-27						
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28	29	30	31			

Apr-27						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

May-27						
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23	24	25	26	27	28	29
30	31					



Section 1 Mission & Goals

Mission Statement

“The mission of Mitchell Public Schools is to inspire and educate all students for a lifetime of success.”

Mitchell Elementary Mission & Philosophy

- Instruct Students to Read & Comprehend Fluently at Grade Level
- Instruct Students to Perform Math Computation at Grade Level
- Teach Kids to Respect Adults & Get Along with Peers
- Teach & Instill the Love of Learning
- Teach Kids Manners & Appropriate Etiquette
- Initiate Students' Interest in Science, Social Studies, Technology, Fine Arts, & Athletics
- Establish a School Where the Staff Culture is Positive & One of Respect, Collegiality, & Teamwork

Mutual Respect

Mitchell Elementary expects every staff member and student to be treated with respect and dignity.

Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, and/or disciplinary actions. Those procedures should be used where applicable.

Complaint Procedure:

- Step 1.* Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2.* Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3.* Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4.* Address the concern to the Board of Education if the matter is not resolved at Step 3.

Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution. A complaint form can be obtained through the building principal.

Criticisms

If a parent is dissatisfied with the school or any specific aspect of the school, please do not criticize the teacher in your child's presence. Please use the above mentioned procedure to handle issues. Your disapproval will lower your child's confidence in school and his/her teacher and will weaken the student's desire to do his/her best work.

Communication

It is imperative that communication exists between the school, students, and school families. MES communicates with students and parents through various means including:

- Daily Announcements
- Monthly Calendars
- School Website
 - ◆ mitchelltigers.org
 - ◆ Mitchell Public Schools app
- School Facebook
- Email - Mass Emails - Personal Emails
- Call Alert
- Periodic letters that are sent home with students (& posted on the above mentioned sites)
- Phone Calls
- Home Visits
- Class Meetings
- Orientation Meetings

Communication is a "two-way street" where parents must be involved in this process.

We must have a working phone number on file that we can contact in case of an emergency. Please do not BLOCK the school's number.

There will be times where a parent hears one side of a story regarding something that took place at school. It is the parent's/guardian's duty to hear both sides of the story - both the child's and school's account. Staff are required to communicate with parents and guardians on a continual basis. Good communication is vital to the success of students. Please take the time to obtain the "whole story".

Section 2 School Day

School Day:

Monday-Thursday

Elementary Daily Schedule 8:00 am – 3:30 pm

Fridays 8:00 am – 12:30 pm

Supervision Hours 7:40 am – 4:00 (M-Th)

Fridays 7:40 am – 1:00 pm

Building Hours 7:30 am – 4:15 pm (M-Th)

Fridays 7:30 am – 1:00 pm/3:00 pm

Elementary Arrival & Departure

7:30 am – 8:00 am: Cafeteria Open

7:40 am: Playground Open – **NO STUDENTS ALLOWED ON PLAYGROUND PRIOR to 7:35 am**

8:00 am: Bell Rings (arrival after 8:00 am is tardy)

7:55 am: Bell Rings on Fridays - Morning Meeting at 7:55 am

3:30 pm: Dismissal Time for grades K-6 (M-Th)

12:30 pm: Dismissal Time for grades K-6 (Fridays)

Students must be picked up by 3:50 pm (Monday - Thursday) & 12:50 pm (Friday) unless they are participating in an after-school activity such as Homework Club, Volleyball, HALs, etc.

Hours & Absences

Normal school hours are from 8:00 am – 3:30 pm (Monday – Thursdays) and 8:00 am – 12:30 pm (Fridays). Students that are not in school by 8:30 am are counted absent for the am session. Students that leave before 2:45 pm (Monday-Thursday) are counted absent for the pm session. Students that leave before noon (12:00 pm) on Fridays are counted absent for the pm session. Students are considered tardy if not present at 8:00 am.

Perfect attendance is what it is. Students that are sick, have professional appointments, etc. are considered excused absences, but do not fall under “Perfect Attendance”.

If you know your child will be absent, please send a note to your child’s teacher or call the school office and report his/her absence by 8:30 A.M. Absentees will be reported to the office and parents/guardians WILL BE CALLED unless we have been informed.

MES Hug & Go

We require K-6 students to enter through two entrances when arriving for school:

→ Door #3 (West Side) near the main office.

→ Northeast gym doors/playground area

Parents, Guardians, Siblings are not to enter the building unless they have a meeting scheduled with an MES staff member. We ask that you hug your child at the door and allow them to enter the building on their own.

Parents can take their child to lunch, but we require that the child be back in school when their class resumes for the afternoon - please confirm the time with the office or your child's teacher. The lunchroom will be limited to students & MES staff.

We have several parent involvement activities throughout the year and we will encourage parent involvement throughout the year. The very first activity involving parents will be our Open House (the night before the first day of school). Parents can enter the school on the first day with their child.

Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. The closing or delay of school will be communicated as soon as a decision is made. Mitchell Public Schools will use the Apptegy app and will inform parents and patrons through this app. The information is broadcast regularly by local radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. **Parents should have a plan in place to accommodate these circumstances. In these rare situations, we will use our app to inform parents & patrons. If transportation is not available (for any reason), it is the parent's responsibility to transport the child to school.**

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

not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do: Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions

The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit System, Tornado Warning System, and Critical Incident Response.

Leaving School

Students are not allowed to leave school grounds without school official and parent's permission. A parent must check-out a student at the office for appointments, going home, leaving school, etc.

Supervision Responsibility Before/After School

Students are expected to be at school prior to 8:00 am every morning. We want to accommodate parents that work, etc. so we open our cafeteria at 7:30 am. **Prior to that time, the school is not responsible for supervision of the students. The playground opens at 7:40 am prior to school. Students are not to be on the playground prior to 7:40 am.** Students must be picked up by 3:50 pm (Monday-Thursday) & 12:50 pm (Friday). **After those times, the school is not responsible for supervision of the students. The school is not responsible for supervision of students once the students are to have left school grounds.**

There are four scheduled 12:30 pm dismissals during Parent-Teacher Conferences. We ask parents that students are picked up at 12:30 pm. There is no supervision available between the times of 12:30 pm - 1:00 pm. Conferences begin at 1:00 pm.

Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the administrative assistant will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not

to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to two (2) escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Picking Up & Dropping Off Students

We ask parents/guardians to take a high degree of safety when dropping-off/picking-up students. Please drop off students on the same side of the street as the school - please do not drop your child off in the middle of the street where they must cross oncoming traffic. For example - when dropping off students on 13th Avenue, students should be dropped off from the northbound lane. When dropping off students on 12th Avenue, students should be dropped off from the south-bound lane (unless a crossing guard is present). There is a new 1 minute drop-off spot in front of the gate on the west side of the street. **DO NOT PARK IN THIS PAINTED AREA - THIS IS A DROP-OFF POINT - MORNINGS ONLY!** We request that parents/guardians stay out of the NE teacher's parking lot when dropping off & picking up students. The Mitchell Police Department will be contacted if a parent/guardian continues to defy this rule. This is simply in place for the safety of our students.

DO NOT PARK ON CROSSWALKS AT ANY TIME!

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal or administrative assistants be made aware of this information. If conditions allow and supervision is available

in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child. **When a child is sick at school, a person must pick up the child. A sick child cannot stay at school!**

Section 3: Use of Building & Grounds

Visitors

All visitors must report to the office, upon entering the main entrance, to sign in. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. **There is a 30 minute limitation to classroom visitations - this is to limit disruptions. All visits must be pre arranged with Mrs. Kearns.**

Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

Care of School Property

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

Items at School

The school is not responsible for lost or stolen items or money at school. We ask that students do not bring toys to school unless required for a special activity. No pets of any kind are allowed at school without the permission from the principal. Teachers and principal may give special permission for pets to be brought to school for special events or activities. Students are not to bring excessive amounts of money to school.

Searches of Lockers and Other Types of Searches

- Student lockers, desks, computers, and other school property are owned and controlled by the District. Students should not expect privacy in the use of school property or in items stored on or in school property, including student vehicles parked on school grounds. School officials may conduct periodic or random searches of school property at the discretion of the administration.

- School officials may search a student or the student's personal property when there is a reasonable basis to believe the search will uncover evidence of a crime or a violation of school rules. All searches will be conducted in a reasonable manner under the circumstances.
- School officials may confiscate items that are illegal, pose a threat to the safety of others or the educational environment, or are reasonably believed to have been used or intended to disrupt the educational process. Firearms and other weapons will be confiscated and turned over to law enforcement as soon as practicable.

Video Surveillance

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

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

Use of School Telephone

Please limit the use of staff and office phones. Phones are NOT to be used during class time.

Bicycles

Bicycles must be parked in the racks provided on the south end of the school. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property. Special arrangements can be made with the principal on parking a bike.

Student Valuables

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

Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. The lost

and found area is in the hallway between both main buildings. All lost and found items that are not claimed by the end of the school year will be given away during the summer.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal, School Nurse, or any school personnel. An accident report will be completed by all parties involved.

Insurance

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

Bulletins and Announcements

Bulletin boards are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Copyright and Fair Use Policy

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

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

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;

- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

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

Section 4 Attendance & Admission

Admission

Nebraska Statute 79-214

A child must be five years of age on or before October 15 to be enrolled in kindergarten. All kindergarten and any out of state elementary students entering Mitchell Public Schools for the first time must present a valid birth certificate, a physical examination, and a complete record of immunizations specified by Nebraska Statutes. Mitchell Elementary does offer “early entrance” that meets the following criteria:

(Per 79-214)

(b) The board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board. Each school board shall, for purposes of this subdivision, approve and make available a recognized assessment procedure for determining if a child is capable of carrying the work of kindergarten. The school board shall update approved procedures as the board deems appropriate.

We ask that any parent seeking “early entrance” make the request by June 1 to the principal for the upcoming school year. The “early entrance” birthdates are from August 1- October 14.

Nebraska Statute 79-201

A child is of mandatory attendance age in the state of Nebraska if the child will reach six (6) years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age.

Option Enrollment

Nebraska Statute 79-234

Student participation in Option Enrollment, the ability to option into a school district in which one does not reside, will be determined by the guidelines stated in the Nebraska Statutes. All option enrollment issues/transfers are conducted with the superintendent of schools. Below is Nebraska Statute 79-234:

Enrollment option program; established; limitations.

(1) An enrollment option program is hereby established to enable any kindergarten through twelfth grade Nebraska student to attend a school in a Nebraska public school district in which the student does not reside subject to the limitations prescribed in section 79-238. The option shall be available once during elementary school, once during middle school or junior high school, and once during high school for a total of three times to each student, except that the option does not count toward such limitation if such option meets, or met at the time of the option, one of the following criteria: (a) The student relocates to a different resident school district, (b) the option school district merges with another district, (c) the student will have completed either the grades offered in the school building originally attended in the option school district or the grades immediately preceding the lowest grade offered in the school building for which a new option is sought, (d) the option would allow the student to continue current enrollment in a school district, (e) the option would allow the student to enroll in a school district in which the student was previously enrolled as a student, or (f) the student is an open enrollment option student. Sections 79-232 to 79-246 do not relieve a parent or guardian from the compulsory attendance requirements in section 79-201.

(2) The program shall not apply to any student who resides in a district which has entered into an annexation agreement pursuant to section 79-473, except that such student may transfer to another district which accepts option students.

Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- Illness which causes a student to be absent from school.

- Doctor or dental appointment which require student to be absent from school.
- Court appearances that are required by a court order and the student is responsible for an appearance in court.
- School sponsored activities which require students to be absent from school.
- Family trips in which a student accompanies parent(s)/legal guardian(s).
- Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Students that are not in school by 8:30 am are counted absent for the am session.

Students that leave before 2:45 pm (Monday-Thursday) are counted absent for the pm session. Students that leave before noon (12:00 pm) on Fridays are counted absent for the pm session. Students are considered tardy if not present at 8:00 am.

Unexcused Absences:

An absence which is not excused (above list) is unexcused. Any student truant will be considered unexcused. It will be the superintendent's discretion as to how all missing work will be handled.

Tardy to School:

Students will be considered tardy to school if they are not present at 8:00 am in their classroom.

Leaving School or Class:

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

Make-up Work

The student has the responsibility to contact teachers, initially, regarding make-up assignments. For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of five (5) days allowed to complete makeup work. Special circumstances (long illness, injury, etc.) will be considered by both the teaching staff and principal concerning the "five day" rule.

Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. *The Principal retains the right to grant participation should exceptional circumstances prevail.*

Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truanies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism

Students who accumulate five (5) absences in a quarter or 20 or more days for the school year shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students. When a student has excessive absences, the following procedures shall be implemented:

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

- Investigation of the truancy problem by the school counselor, or if such another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.
- A student that misses 20 or more school days will be considered for retention. Each case is handled individually and it will be the principal's final decision.

Reporting Habitual Truancy

Students who accumulate twenty (20) absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within a reasonable amount of time after the time the notice is given, such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

CONTINENCE, TOILET & VOMITING OCCURRENCES

- When a child becomes ill at school, vomiting and soiling are often the unfortunate end result. Although most classroom teachers would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important for parents to know that there is no expectation that routine and predictable incidents are dealt with by teachers. Parents will be contacted and expected to pick up their child as soon as possible.
- When regular wetting or soiling occurs, notified parents are expected to pick up their child as soon as possible. We ask that the child be showered, dressed in fresh clothing and returned to school if at all possible. In extreme cases a need for spare clothing, to be provided by the parent, will be requested.
- It is of course recognized that students are allowed adequate bathroom breaks during the school day and that all staff members are respectful of student bathroom requests.

Section 5 Scholastic Achievement

Grading System

The following grading system is used in the 3rd – 6th grades:

A	94 – 100	Excellent
B	86 – 93	Good – Above Average
C	78 – 85	Satisfactory - Average
D	70 – 77	Needs Improvement – Below Average
F	Below 70	Failing

The following grading system is used in grades Kindergarten – 2nd Grade

- | | |
|---|-------------|
| 1 | Beginning |
| 2 | Progressing |
| 3 | Proficient |
| 4 | Advanced |

Grades 3-6 use the traditional numerical grading system. Grades kindergarten through second grade utilize a standards based report card.

Mitchell Elementary utilizes a school management program called Infinite Campus. Infinite Campus can be accessed by a home computer. Parents/guardians can obtain log-in information from the office. 6th Computers, music, and physical education classes are graded Satisfactory (S) or Unsatisfactory (U). Special Education grades are designated on the report cards. Report cards are issued every nine weeks – four times a school year for grades 3-6 and every semester (2x) for grades kindergarten through 2nd grade.

Promotion, Retention & Placement

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

It is important to recognize that some children will benefit from the opportunity to continue in the same grade for another year. Several significant factors should be considered and certain procedures should be followed during the retention process.

- The attitude of principal and teachers toward promotion and retention must be positive so that the best interests and the future of the student are primary considerations for decisions regarding grade placement.
- By the end of the third reporting period, a teacher should be able to identify a child who needs to be retained. The teacher/principal should notify the parents of the child immediately following the third reporting period that their child may need to be retained.

- In reaching a decision to retain a child, the teacher and/or principal should study all available data before a decision is reached.
- Children with an IEP usually should not be retained. A child who is to be retained should have the potential to gain at least five (5) months of academic growth during the nine months that he/she is retained. A child retained should be able to gain from the retention, or no purpose is achieved.
- Poor attendance and physical or emotional immaturity can be justification for retention.
- It is not advisable to retain a child for more than one year during Grades one through five; however, unusual circumstances may make it necessary to retain a child for a second time in the elementary school.
- Teacher judgment should always be a prime factor in reaching a decision to retain a child; however, to help the teacher and principal reach this decision, achievement test results will be considered.
- If a kindergarten teacher is not able to make a definite decision about retaining a child, then the child should be promoted to the first grade. However, if the first grade teacher is still not able to reach a firm decision concerning the retention of this child, then the child should probably be retained in the first grade. Every effort should be made to retain a child that is deficient in his/her reading skills in kindergarten or first grade.
- The final responsibility for the promotion or retention of an individual student rests with the principal as with any other official action taken within his/her school.
- As the study of all factors is carried out to determine whether to promote or retain a child, close contact with parents should be maintained. Conferences with the teacher/s, principal, and parents involved are encouraged.
- Parental contact and involvement should be requested by the teacher, as early as possible, if there is a possibility of their child being retained.
- A student will be promoted (placed) when prior retention, age, or other circumstances makes retention unacceptable.

Progress Reports for Parents & Parent/Teacher Conferences:

It is very important for students and parents to be informed about the student's progress in school, to better understand the student, to capitalize on their strong points, and to remedy any weaknesses. Students need to know what their strengths and weaknesses are. In order for parents to work cooperatively with the school in supporting educational endeavors, parents need to know how their child is progressing, and they need information on the educational program. For these reasons, a good reporting system is necessary.

The following procedures will be followed in reporting to the request of a parent or staff member.

- Kindergarten through Grade 6 will have two Parent-Teacher conferences during the school year. At the end of the first nine weeks of school, a conference will be scheduled

for the parents of each child. Mid-third nine weeks period (Late January-Early February), Parent-Teacher conferences will be scheduled again.

- Individual conferences may be scheduled when a need arises or upon the request of a parent or staff member. Conferences may be scheduled by calling the Elementary School Office and/or making arrangements with one or more teachers as needed.
- Report cards will be issued at the end of each nine-week period, grades 3-6. Report cards will be issued at the end of each semester for grades K-2. The school calendar included in this handbook designates the dates when each nine-week period ends. Report cards will generally be issued the week following the end of the nine-week period. Please remember these important dates. Report cards will be sent home with the student at the conclusion of the fourth quarter.
- Mid-quarters/progress reports will be sent home with students in Grades 3-6 at the conclusion of the fifth week in each quarter IF a student is failing or near failing in a subject area.

MES Assessment

Assessment	Measure	Grade Levels	Time of Year
NWEA	Math Reading Comprehension Language Usage Science (5 & 6 only)	Grades 1-6	August/September April
NSCAS (State Test)	Math Reading Science	Grades 3-6	April
DIBELS	Reading Fluency (1-6) Phonemic Awareness	Grades K-6	August December April/May
AIMSweb	Math	Grades K-6	August January May
<i>Curriculum Based</i> Examples: Wonders Reading Saxon Math Harcourt English McGraw Hill Social Studies	All Subjects	K-6	On-going

If you have any questions pertaining to Mitchell Elementary's testing program, do not hesitate to call Mrs. Peters or Mrs. Kearns.

President's Education Award

This is awarded at the end of a student's 6th grade year that meet the following criteria at MES:

Gold Seal:

- Must be enrolled a minimum of one semester at Mitchell Elementary.
- Student must maintain an "A" average (94%) in the following core classes: Math (4-6), Reading (4-6), Language Arts/English (4-6), Spelling (4-6), Science (5th & 6th), & Social Studies (5th & 6th). "A" average begins the fall semester of fourth grade and concludes the fall semester of 6th grade (spring semester concludes after the award is presented).
- Must have scored at the 85th percentile or higher on the NWEA math and reading tests a minimum of twice from 4th grade to 6th grade - this includes both fall and spring testing.
- **AND**
- Be in good standing with school - staff - principal, etc.

Silver Seal:

- Must be enrolled a minimum of one semester at Mitchell Elementary.
- Student must maintain an "A" average (94%) in the following core classes: Math (4-6), Reading (4-6), Language Arts/English (4-6), Spelling (4-6), Science (5th & 6th), & Social Studies (5th & 6th). "A" average begins the fall semester of fourth grade and concludes the fall semester of 6th grade (spring semester concludes after the award is presented).
- **OR**
- Must have scored at the 85th percentile or higher on the NWEA math and reading tests a minimum of twice from 4th grade to 6th grade - this includes both fall and spring testing.
- **AND**
- Be in good standing with school - staff - principal, etc.

High Ability - HALs

Students can qualify for the HAL program by scoring in the 95th percentile in one or more subject areas of the Northwest Evaluation Association - NWEA assessments for two consecutive tests (Fall & Spring) or by teacher recommendation. Students who qualify may enter the program at the beginning of the following semester. Students must have parental permission in order to enroll or drop from the HALs program. Students must meet the following standards in order to maintain their HALs eligibility:

- Students must keep their core class average at or above 78%. Students must not fail a course for the semester.
- Students must attend HALs' classes and meetings on a consistent basis.
- Once a student is dropped from HALs, the student must meet the requirements during the immediately preceding semester in order to re-enroll.

Academic Integrity

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

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

Definitions

The following definitions provide a guide to the standards of academic integrity:

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

Cheating includes, but is not limited to:

- Tests (includes tests, quizzes and other examinations or academic performances):
 - Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - Use of Other Student to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student

engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

- Papers (includes papers, essays, lab projects, and other similar academic work):
 - Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

- Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

Sanctions:

The following sanctions will occur for academic integrity offenses:

- ❖ Academic Sanction. The instructor will refuse to accept the student’s work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
- ❖ Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student’s parents or guardian.
- ❖ Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

The Nebraska Reading Improvement Act LB -2601

The Nebraska Reading Improvement Act (Section 79-2601-79-2607) is effective beginning with the 2019-2020 school year. For school year 2019-20 and each school year thereafter, each school district shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment shall occur within the first thirty days of the school year.

Mitchell Elementary will use the **DIBELS Next** assessment to measure reading progress. This assessment has been approved by the Nebraska Department of Education. This assessment of student reading is administered three times during the school year to all students in grades

kindergarten through grade three to 1) screen students within the first 30 days of school to identify students who may have a reading deficiency, 2) measure progress toward grade level reading skills including but not limited to: alphabetical and phonological awareness, sound-symbol correspondence, decoding and fluency and comprehension and 3) inform instruction targeted to student needs. Parents or guardians of students who are identified with a reading difficulty are notified in writing or in electronic form no later than 15 days after the identification. Notification will come from the school.

Assignment Policy - Late Work - Grades 4-6

- Teacher has the right to give full credit at any time.
- 1 Day Late = Grading begins at 80% of total grade.
- 2 Days Late = Grading begins at 70% of total grade.
- After two days, a determination as to why the assignment is not being completed must be identified & documented.
- When a student fails to meet his/her obligations as outlined by the instructor, the teacher discipline referral procedures will be followed.
- If an assignment is not turned in after the third day (3 days) - the student will receive a 0.

Section 6 Support Services for Students

Title I

Mitchell Elementary School is a **Schoolwide Title I** school. Through this program, supplemental instructional support is available in reading and mathematics. Because Mitchell Elementary operates a Schoolwide Title I program, all students may be eligible to receive Title I services based on educational need.

Special Education

Special education services are available to students who qualify under eligibility criteria established by the Nebraska Department of Education. Eligibility may include, but is not limited to, disabilities in the areas of hearing impairment, visual impairment, intellectual disability, emotional disability, specific learning disability, orthopedic impairment, other health impairment, autism, and speech or language impairment.

The following services are provided as part of our special education program:

- Occupational Therapy (OT)
- Physical Therapy (PT)
- Speech and Language Services
- Vision Services
- Hearing Services (Audiology)

What Is Special Education?

Special education is specially designed instruction and related services provided to meet the unique educational needs of eligible students with disabilities. These services are individualized based on the student's needs and are provided at no cost to the parent or guardian.

Students Who May Be Eligible for Special Education

Students who are identified as having a disability under the eligibility criteria established by the Nebraska Department of Education and who, because of that disability, require specially designed instruction and related services may be eligible for special education. Disability categories include:

- Autism
- Deaf-Blindness
- Developmental Delay
- Emotional Disability
- Hearing Impairment
- Intellectual Disability

- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

How Are Students Identified?

A referral for a special education evaluation may be initiated by a parent, teacher, or other individual with knowledge of the student. The Student Assistance Team (SAT) or other problem solving team reviews the student's needs and considers appropriate interventions before recommending a multidisciplinary evaluation.

A multidisciplinary evaluation is conducted to determine whether the student has a disability and requires special education and related services. Written parent or guardian consent is required before the initial evaluation is conducted. Following the evaluation, the Multidisciplinary Team (MDT) determines the student's eligibility for special education services.

Independent Educational Evaluation (IEE)

If a parent or guardian disagrees with the school district's evaluation, they have the right to request an Independent Educational Evaluation (IEE) at public expense. Requests should be directed to school administration. If the district believes its evaluation is appropriate, it may initiate a due process hearing. Parents retain the right to obtain an independent evaluation at their own expense at any time.

Reevaluation

Students receiving special education services will be reevaluated at least once every three (3) years, or more frequently if needed, unless the parent and school district agree that a reevaluation is unnecessary. The IEP team reviews existing evaluation data to determine whether additional information is needed. Parent or guardian consent is required before conducting a reevaluation.

Individualized Education Program (IEP)

When a student is determined eligible for special education, an Individualized Education Program (IEP) is developed by the IEP team, including the parent or guardian. The IEP identifies the student's educational needs, annual goals, accommodations, services, and placement.

Written parent or guardian consent is required before the initial provision of special education and related services. The IEP is reviewed at least annually and may be revised whenever necessary. Parents or guardians receive a copy of the IEP.

Special Education Placement

A student's educational placement is determined by the IEP team based on the student's individual needs. Consistent with the Individuals with Disabilities Education Act (IDEA), students with disabilities are educated with their nondisabled peers to the maximum extent appropriate. Removal from the regular educational environment occurs only when the nature or severity of the disability prevents satisfactory education in the general education setting, even with the use of supplementary aids and services.

Prior Written Notice

The District will provide parents or guardians with written notice a reasonable time before it proposes or refuses to initiate or change a student's identification, evaluation, eligibility, educational placement, or the provision of a free appropriate public education (FAPE).

More Information

Parents or guardians may obtain a copy of the District's Special Education Policy, the **Parental Rights in Special Education** brochure, or information regarding **Nebraska Rule 51** (Special Education Regulations) and **Nebraska Rule 55** (Special Education Appeal Procedures) by contacting the Superintendent.

Additional information, including parental rights and the full text of Rules 51 and 55, is available on the Nebraska Department of Education website:

<https://www.education.ne.gov/sped/regulations.html>

Students with Disabilities: Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability. Eligible students may receive accommodations, related services, and other supports necessary to provide equal access to educational programs and activities.

Parents and guardians of students eligible under Section 504 have the right to:

- Have their child participate in and benefit from school programs and activities without discrimination.
- Be informed of their rights under Section 504.
- Receive notice regarding the identification, evaluation, eligibility, or educational placement of their child.

- Have their child receive a free appropriate public education (FAPE), including reasonable accommodations and services in the least restrictive environment.
- Have their child educated in facilities and receive services comparable to those provided to students without disabilities.
- Receive an individualized evaluation before eligibility or placement decisions are made.
- Have decisions regarding identification, evaluation, eligibility, and placement based on multiple sources of information and made by individuals knowledgeable about the student, evaluation data, and placement options.
- Receive transportation to an alternative placement, when required, at no greater cost than transportation provided by the District.
- Have their child participate equally in nonacademic and extracurricular activities.
- Inspect and obtain copies of educational records in accordance with applicable law.
- Request an explanation or interpretation of educational records.
- Request amendment of educational records believed to be inaccurate, misleading, or in violation of the student's privacy rights, and request a hearing if the District denies the request.
- File a grievance in accordance with District policy.
- Request an impartial hearing regarding decisions related to identification, evaluation, eligibility, educational program, or placement, with the opportunity to participate, be represented by legal counsel, and seek review as provided by District procedures.

Guidance & Counseling Services

The goal of the Elementary Counseling Program is to facilitate the personal and social development and academic success of every student. The Elementary Counseling Program provides individual and group counseling, developmental guidance activities, and support guidance based on individual and school needs. If you wish to see the counselor, stop by the counselor's office and/or call to make arrangements for an appointment.

English Language Learners (ELL) Program

English Language Learners program is a regular education program available to all qualified students who qualify for additional language support services. To initiate the process for any student who may qualify (K-6), individuals should notify Ms. Shawn Hoffmann by contacting the Elementary School Office.

Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live

successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Library

The library is open from 8:00 am - 4:00 pm and open to all students and staff. The library/media center is an area where students can find a variety of materials to help in the preparation of lessons, special reports, or simply the enjoyment of the materials available. For more information regarding the library, please see Mrs. Villagrana.

School Nurse

The school nurse, Mrs. Kim Thomas, is available to all students, grades K-12. The nurse's schedule fluctuates, but is at the elementary during the morning hours. Students are screened in the areas of vision, hearing, height, weight, dental and posture. The nurse also assists in the health education curriculum. The nurse may be contacted during the school day by calling the Elementary School Office (623-2828) or the high school (623-2235).

Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school. **A sick child at school must go home!**

Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

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

also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations For 2026-2027 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine

program not licensed as a child care provider	3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

Summary of the School Immunization Rules & Regulations

<http://dhhs.ne.gov/Immunization/School-Summary-RR-English.pdf>

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy 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 call the MES office if you need assistance.

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 another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

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

- Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
- Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
- A child who is sent home from school for head lice should miss no more than two (2) school days.
- A child who has been sent from school due to head lice must come to the nurse for inspection before returning to class.
- A child who returns to class with nits (eggs) will be checked again in 7-10 days.
- Families are encouraged to report head lice to the school nurse.
- Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

PROTOCOL:

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 systems 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 difficulty in speech.

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate reactions, the more severe the reaction may become. Any of the symptoms present requires 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 the face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, a 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

1. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol.
2. Check airway patency, breathing, respiratory rate, and pulse
3. Administer medications (EpiPen and Albuterol) per standing order
4. Determine cause as quickly as possible
5. Monitor vital signs (pulse, respiration, etc.)

6. Contact parents immediately and physician as soon as possible
7. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

Food Services

School Breakfast Program:

- The cost for an elementary student breakfast per meal is \$2.75
- The cost for adult breakfast per meal is \$3.75
- Breakfast begins at 7:30 am and concludes at 8:00 am

School Lunch Program:

- The cost for an elementary student lunch per meal is \$3.50
- The cost for an adult lunch per meal is \$5.00
- The cost for extra milk is \$.40

Children have the opportunity to eat school lunch, bring a sack lunch and purchase milk, or go home for lunch. Please do not send pop, energy drinks, etc. with your child's lunch. Please let the office know in advance if you will be eating with your child.

The lunch program accounting system is a prepay system, which means that you deposit money into your family lunch account, and as your student(s) eat, the meal charge is deducted from your family account balance. This can be done in person/with students through the lunch room or may be done online through Infinite Campus. Students may not charge against their family account if the account has a zero or negative balance. Notifications through Infinite Campus are sent when the balance is low. If the family account falls to a zero or negative balance, the school will send home a written notice of the account status and the amount owed. Additional contact will be made by the building principal or his/her designee. If the negative balance becomes (-\$25), the student(s) will receive an alternative cold sack lunch until lunch balance is positive. It is necessary to keep money in the family account so your children can continue to purchase against it.

No "outside" food (Subway, McDonalds, etc.) is allowed to be eaten in the cafeteria. This does not include packed lunches brought from home. The Food Service Program must follow the rules and guidelines set by the National School Lunch Program and the Department of Agriculture. MPS cannot jeopardize Food Service status and appreciates your cooperation.

The school will no longer use a microwave to heat lunches brought from home so we ask that students bring "cold" lunches to school - food items that require no preparation.

Lunch Times - Monday - Friday:

Kindergarten	11:10 am
Grade 1	11:15 am
Grade 2	11:30 am
Grade 3	11:45 am
Grades 4	12:00 pm
Grades 5 & 6 (Friday)	12:15 pm
Grade 6	12:30 pm (M-Th)

MORE INFORMATION PERTAINING TO FOOD SERVICES CAN BE FOUND UNDER SECTION 10: STATE & FEDERAL PROGRAMS

Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Special Conduct Rules for Riding School Buses.

Rules for Getting On and Off the Bus

- Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pickup time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
- While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
- You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
- If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

Rules on the Bus

- Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
- Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, bullying, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking, use of tobacco, alcohol, drugs or flammables.
- Do not bring any weapon (real or imitation) or dangerous objects on the school bus. Do not bring toys on the bus unless the bus driver approves.
- Do not damage the school bus.
- Keep hands and feet to self.

Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Section 7 Drugs, Alcohol, & Tobacco

Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with the principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. Red Ribbon Week is celebrated every October at MES.

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

Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to the standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

- Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
- Possession of any prescription drug in an unlawful fashion.
- Possession, use, distribution or being under the influence of alcohol.
- Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
- Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
- Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

- Violation of these standards may result in suspension or expulsion.
- Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
- The student may be referred for counseling or treatment.
- Parents or legal guardians will be notified.
- Law enforcement will be notified.
- If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the

educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

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

Section 8 Student Rights, Conduct, Rules & Regulations

Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

MES Philosophy-

When a student is keeping a teacher from teaching and other students from learning – that student will be removed from the classroom. The amount of out of class time and further consequence will be determined by the building principal and classroom teacher.

Mitchell Elementary utilizes a “Stick” Program to monitor student behavior. The “Stick” Program is a modified assertive discipline approach to student management. Every student receives three “sticks” to start each school day. A strike is when a student loses three or more sticks in a school day. A student that receives three or more strikes in one semester is ineligible for certain school incentives. The following procedures are to be followed by both the student and staff member:

1. When a student loses three or more sticks in one school day the student loses a “strike”.
2. Teacher/staff member explains to the student why the stick/s and/or strike were taken.
3. Teacher/staff member completes Mitchell Elementary Strike Form. This form explains why the student lost sticks.
4. Student takes form home to parents/guardians. We request that parents/guardians sign and/or acknowledge the form. Student must bring signed and/or acknowledged forms back to school on the following day the form was completed by the teacher/staff member.
5. Further disciplinary action will be taken when a student fails to bring the form back to school. The teacher/staff member will make one attempt to contact the parent/guardian when the form is not returned to school (via phone, email, personal visit, etc.).

The following are circumstances where a student would lose a stick and/or strike:

1 Stick	→ Inappropriate behavior on school grounds or any school activity → Tardy for school or class → Inappropriate Language → Excessive talking in class → Any inappropriate classroom behavior → Lack of organization → Missing and/or lack of completed homework → Academic issues such as late work, lack of effort, academic dishonesty, etc.
3 Sticks/Strike* In School Suspensions & Out of School Suspensions are possible consequences for “3 Strike” actions. *Further disciplinary action could be taken.	→ Disrespect towards staff or students → Inappropriate Language → Fighting → Assault → Threatening or intimidating behaviors → Bullying behaviors → Cyberbullying → “Sexting” → Endangering behavior on school grounds (throwing rocks, snowballs, balls, excessively rough play, etc.) → Inappropriate cafeteria behavior (throwing food, lack of manners, etc.) → Inappropriate Behavior on Bus → Cheating/Academic Dishonesty → Theft → Lying to staff → Habitual academic problems → Missing academic projects and/or assignments

	→ Classroom disruption → Inappropriate behavior/s at school activities (this includes jh/hs activities) → Slander → Possession of illegal substance on school grounds → Possession of weapon/s (sharp objects, knife, gun, etc.) → Destruction or attempted destruction of school property
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MES DISCIPLINE POINT SYSTEM

Disciplinary Points System - 100 point maximum

There are several categories of inappropriate student actions listed in the table below. The categories range from category 0 offenses, which are minor offenses, those not typically associated with disrupting the learning process, to Category 8 offenses, those that are criminal in nature and result in an automatic recommendation for expulsion. The following list is not meant to be totally inclusive. The principal will decide the appropriate placement for any inappropriate behavior not specifically addressed in the following table.

Category 0	0 Points
Offenses	→ Teacher Discipline for Minor Offenses → "Strike Offenses"
Consequences	→ 1st Offense: Teacher/Student Conference → 2nd Offense: Teacher Contact Parent → 3rd Offense: Referred to Principal → 4th Offense: Referred to Principal

Category 1	5 Points
Offenses	→ Littering → Profanity/Vulgarity → Possession of Cell Phones, I-Pod, I-Pad, MP-3, Headphones, etc during the school day without teacher permission.
Consequences	→ 1st Offense: Principal Conference → 2nd Offense: Parent Notified → 3rd Offense: 1 Day In-School Suspension → 4th Offense: 1 Day Out of School Suspension

Category 2	10 Points
Offenses	→ Skipping School → Cheating → Disorderly Conduct → Inappropriate Dress → Inappropriate Cafeteria Behavior

	→ Indecent Material → Lying → Leaving School Grounds Without Permission → Misuse of School Material & Equipment → Disorderly Conduct of School Bus → Failure to Report for Recess and/or Detention → Profanity/Vulgarity → Forgery of Note/s → Other
Consequences	→ 1st Offense: Strike → 2nd Offense: 1 Day In School Suspension → 3rd Offense: 2 Day Out of School Suspension → 4th Offense: 3 Day Out of School Suspension → 5th Offense: 5 Day Out of School Suspension

Category 3	10 Points
Offenses	→ Disruption of School/Class → Disruption of Assemblies or Programs → Inappropriate Behavioral Gestures → Disruptive Objects → Profanity/Vulgarity → Other
Consequences	→ Parent Notification: 1 Day In School Suspension → 2nd Offense: 2 Day In School Suspension → 3rd Offense: 2 Day Out of School Suspension → 4th Offense: 3 Day Out of School Suspension → 5th Offense: 5 Day Out of School Suspension → 6th Offense: Attendance Policy

Category 4	20 Points
Offenses	→ Minor Vandalism → Theft → Disrespect to Staff → Harassment/Intimidation/Bullying
Consequences	→ 1st Offense: 1 Day In School Suspension → 2nd Offense: 2 Day Out of School Suspension → 3rd Offense: 3 Day Out of School Suspension → 4th Offense: 5 Day Out of School Suspension → 5th Offense: Attendance Policy

Category 5	25 Points
Offenses	→ Gross Misbehavior → Harassment/Intimidation/Bullying → Major Theft → Verbal Assault → Insubordination/Disobedience → Fighting (Police Contacted) → Smoking, Possession or Use of Tobacco on School Grounds → Major Disrespect Towards Staff
Consequences	→ 1st Offense: 3 Day Out of School Suspension → 2nd Offense: 3 Day Out of School Suspension → 3rd Offense: 5 Day Out of School Suspension → 4th Offense: Attendance Policy

Category 6	30 Points
Offenses	→ Indecent Exposure → Intimate Acts → Open/Persistent Defiance of Authority → Vandalism → Major Disrespect Towards Staff → Threatening Behavior: Written, Verbal, or Physical to Staff Members → Sexual Harassment - Verbal
Consequences	→ 1st Offense: 5 Days Out of School Suspension → 2nd Offense: 10 Days Out of School Suspension → 3rd Offense: Attendance Policy

Category 7	50 Points
Offenses	→ Extortion → False Fire Alarm → Possession of Weapon other than Firearm (Police Could Be Contacted) → Physical Assault → Other
Consequences	→ 1st Offense: 5 Days Out of School Suspension → 2nd Offense: 10 Days Out of School Suspension → 3rd Offense: Recommended Expulsion

Category 8	100 Points
Offenses	→ Arson → Bomb Threat → Physical Assault on Employee → Possession and/or Use of Explosives → Use of Any Instrument as a Weapon → Vandalism → Possession of a Firearm → Alcohol/Drug Possession or Use (Police will be contacted) → Alcohol/Drug Selling → Physical Sexual Harassment → Other
Consequences	→ 1st Offense: Recommended Expulsion

Disrespect of MES Staff

Students are at school to learn. It is our staff's responsibility to push students to the best of their ability. All staff are responsible to maintain the order and discipline of students at MES. Disrespect towards staff will not be tolerated and will be handled accordingly. Students and parents must be aware that there are no reasons to ever be disrespectful towards staff. We stress kindness with our staff and expect the same with students. One of the greatest things we teach students is how to get along with peers and adults. We expect mutual respect between students & staff members.

Cafeteria Expectations

- Show respect to classmates, adults, & parents.
- Demonstrate good manners.
- Keep your hands to yourself – do not touch your neighbor's plate or food.
- Throwing food is absolutely prohibited.
- Students must stay in their seats. Raise hands for adult assistance.
- Food is for eating, not playing.
- Food, utensils, & milk cartons are not to be taken out of the cafeteria unless given permission.
- Appropriate language is required at all times.
- Clean your area and pick-up all your utensils, trash, etc. when you leave your table.
- An adult will dismiss students.
- No talking when lights are turned-off
- Students may ask 2-two friends/classmates to eat/sit with them when parents, family, etc. come to the cafeteria.
- Students that cannot abide by cafeteria rules will eat alone.

Playground Expectations

- Safety, Safety, Safety
- Students must abide by all requests made by all employees of the school (adults of school).
- Students must ask permission before leaving the playground for any reason.
- Students "seated" must stay "seated" throughout the duration of the recess.
- Students must be visible to adults on the playground.
- Students are not to throw rocks, snowballs, ice, dirt, etc.
- Students are not to climb the fence.
- Students must use appropriate language at all times. Bullying, gossiping, and other violations of the "tongue/mouth" are prohibited.
- Tackle football is prohibited. Students will be "seated" for rough play.
- Students must stay off ice/icy areas.
- Students must stay in designated areas.
- Students are to line up immediately as soon as the bell rings or the teacher whistles.
- Students are not to use any type of ball around the playground equipment.
- All playground equipment must be used appropriately.
- Students are to get involved in organized games and activities.
- Swing Rules:
 - ◆ No twisting
 - ◆ No jumping out of swings
 - ◆ No balls in the area
 - ◆ One person per swing
 - ◆ No pushing or shoving

Students that do not abide by playground rules or have displayed a continued disregard for safety will lose their recess privilege.

It is never our intention to remove recess from students. At MES, we strongly advocate for students to get the maximum recess time daily. Recess serves so many positive purposes. BUT, if a student continues to put other students or themselves in danger - dangerous and/or careless behaviors - recess will no longer be an option for that student or a special circumstances recess will be offered.

Forms of School Discipline

- **Truancy**, including failure to attend school, assigned classes, or activities, or repeated tardiness.
- **Use of profane or abusive language or conduct**, whether written, spoken, or through gestures, toward students or staff. This includes language or conduct commonly understood to be derogatory toward an individual or group based on race, gender, disability, national origin, or religion.
- **Dress, grooming, or speech** that is dangerous to the student's health or safety or that of others; is lewd, indecent, vulgar, or plainly offensive; materially and substantially disrupts the school environment; or repeatedly violates the school's dress and grooming standards.

Emergency Exclusion/Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school activity for up to five (5) school days (short-term suspension) for:

- Conduct that constitutes grounds for expulsion, whether occurring on or off school grounds.
- Violations of Board of Education or school rules and standards of behavior occurring on or off school grounds when the conduct interferes with school purposes or has a nexus to the school.

The following procedures apply to emergency exclusion and short-term suspension:

- The Principal or designee will conduct a reasonable investigation of the facts and determine whether the suspension is necessary to assist the student, further school purposes, or prevent interference with school purposes.
- Before the suspension begins, the student will receive oral or written notice of the charges, an explanation of the evidence, and an opportunity to present their version of the facts.
- Within 24 hours, or as soon thereafter as reasonably necessary, the Principal or designee will provide written notice to the student and the student's parent or guardian describing the conduct, rule violation, and reasons for the suspension. The notice will also include available school or community resources to support the student and an

actionable plan describing strategies to address the behavior and maximize the student's successful return to school.

- The student and parent or guardian will be given an opportunity to meet with the Principal or designee before or upon the student's return to school. The Principal or designee will determine who else may attend the conference.
- A student serving a short-term suspension may not be on school grounds or attend school activities without the express permission of the Principal.

Long-Term Suspension:

A **long-term suspension** is the exclusion of a student from school and all school activities for more than five (5) school days but fewer than twenty (20) school days.

A student serving a long-term suspension may not be on school grounds or attend school activities without the express permission of the Principal.

When the Principal recommends a long-term suspension, written notice will be provided to the student and the student's parent or guardian. The notice will include the procedures governing a long-term suspension in accordance with the **Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-267)**.

Expulsion:

Expulsion is the exclusion of a student from all district schools, school grounds, and school activities. An expulsion may last for the remainder of the current semester unless otherwise provided by law, including when:

- The misconduct occurs within ten (10) school days of the end of the first semester, in which case the expulsion continues through the second semester.
- The misconduct occurs within ten (10) school days of the end of the second semester, in which case the expulsion continues through summer school and the first semester of the following school year.
- State law permits or requires a longer period of removal.

The District may modify or terminate an expulsion at any time during the expulsion period.

Suspension Pending Hearing

When the Principal recommends a long-term suspension, expulsion, or mandatory reassignment, the student may be suspended pending the outcome of the disciplinary process if immediate removal is necessary to:

- Prevent or substantially reduce interference with school purposes or educational functions; or

- Protect the safety of the student, other students, staff, or school volunteers.

Summer Review

Any expulsion that extends into the first semester of the following school year will be reviewed before the school year begins, as required by Nebraska law.

Alternative Education

Students who are expelled may be offered an alternative education program that allows them to continue earning academic credit toward graduation. If an alternative education program is not available, the District will develop a plan for the student in accordance with Nebraska law.

Suspension of Enforcement of Expulsion

The District may suspend (stay) enforcement of an expulsion for up to one (1) additional semester beyond the semester in which the expulsion takes effect. As a condition of the stay, the student and parent or guardian must sign a discipline agreement.

Students on Court or Juvenile Probation

Before readmitting an expelled student under age 19 who is supervised by a juvenile or adult probation officer and whose probation requires school attendance, the Principal or designee will work with the probation officer to develop behavior expectations, consequences for misconduct, and educational goals in accordance with state law. Upon return, the student may be evaluated for special education eligibility with appropriate parental consent. Subsequent misconduct may result in additional disciplinary action as provided by Board policy and state law.

Other Forms of Student Discipline

School staff may use disciplinary measures other than removal from school when reasonably necessary to support the student, further school purposes, or prevent disruption of the educational process. These measures may include, but are not limited to:

- Counseling
- Parent conferences
- Schedule changes
- After school assignments
- Restriction from extracurricular activities
- In school suspension
- Counseling, psychological evaluation, or psychiatric evaluation with written parent or guardian consent

Students are expected to comply with all assigned disciplinary measures. Failure to do so may result in additional disciplinary action, up to and including expulsion.

Student Conduct Expectations

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

Grounds for Emergency Exclusion, Short-Term Suspension, Long-Term Suspension, Expulsion, or Mandatory Reassignment

The Board of Education has determined that the following conduct has the potential to seriously affect the health, safety, or welfare of students, staff, or others, or to substantially interfere with the educational process. Such conduct may result in emergency exclusion, short-term suspension, long-term suspension, expulsion, mandatory reassignment, or other appropriate disciplinary action when it occurs on school grounds, in a school-owned, leased, or contracted vehicle being used for a school purpose, in a vehicle driven for a school purpose by a school employee or designee, or at a school-sponsored activity or athletic event.

Grounds for disciplinary action include, but are not limited to:

- Willfully disobeying reasonable directions from school staff or demonstrating repeated disrespect toward school personnel.
- Violence, force, coercion, threats, intimidation, harassment, bullying, cyberbullying, or other conduct that substantially interferes with school purposes.
- Causing or attempting to cause personal injury to any person, including a student, school employee, or school volunteer, except when caused by accident, self-defense, or the reasonable protection of another person.
- Theft, attempted theft, vandalism, arson, or willfully causing or attempting to cause damage to property.
- Extortion or threatening another student for the purpose of obtaining money or property.
- Possessing, handling, transmitting, or using a weapon, look-alike weapon, explosive device, or fireworks.
- Selling, using, possessing, distributing, or being under the influence of alcohol, tobacco, nicotine products, vapor products, controlled substances, inhalants, imitation controlled substances, or drug paraphernalia, except as prescribed by a licensed healthcare provider.
- Public indecency or sexual conduct.
- Sexual assault or attempted sexual assault.
- Dating violence.

- Impersonating a Mitchell Public Schools employee through electronic or other means, including the unauthorized use of a staff member's name, image, contact information, or other identifying information. Law enforcement may be notified when appropriate.
- Engaging in conduct prohibited by law that endangers students or substantially disrupts school purposes.
- Repeated violations of District rules or standards of conduct that substantially interfere with school purposes.
- Violating District transportation or school bus behavioral expectations.

Mandatory Expulsion

In accordance with Nebraska law, a student shall be expelled for the period prescribed by law for the following conduct:

- Knowingly and intentionally using force to cause or attempt to cause personal injury to a school employee, school volunteer, or student, except when caused by accident, self-defense, or the reasonable protection of another person.
- Knowingly and intentionally possessing, using, or transmitting a dangerous weapon, other than a firearm.
- Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or at a school-sponsored activity or educational event. This conduct shall result in a one (1) calendar year expulsion unless modified in writing by the Superintendent on a case-by-case basis as permitted by law.

Firearms or Weapons for Educational Purposes

Firearms or other dangerous weapons may be brought to school only with prior written approval from the student's teacher, building administrator, and parent or guardian, and only for a legitimate educational purpose. A written plan for transportation, storage, supervision, and display must be approved in advance. Firearms or other dangerous weapons must remain inoperable while on school property and under the supervision of an adult staff member except as necessary to fulfill the approved educational purpose.

Additional Student Conduct Expectations

The District may establish additional rules and standards governing student conduct in classrooms, extracurricular activities, athletics, transportation, and other school-sponsored programs. Failure to comply with these expectations may result in appropriate disciplinary action in accordance with Board policy and applicable law.

BEHAVIOR DEFINITIONS

Bullying / Cyberbullying / Harassment / Intimidation

Any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by Mitchell Public Schools being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school sponsored athletic events in which there is evidence of attempted control or power over another individual or peer which interferes with said student's learning opportunity.

Disrespect to Faculty Member or Employee

Lack of Respect

Disruption of School / Class / Assemblies

Examples include yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, etc.

Disruptive Objects

Tacks, whistles, rubber bands, etc.

Drug Possession

This includes paraphernalia.

Explosives, Fireworks, AND Foul Substances

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

Extortion / Blackmail

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

False Alarm of Fire

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

False Call

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

Fighting

The act of quarreling, (physical or verbal), which could, or does result in bodily contact, in or on school property, including any activity under school sponsorship. City Police will be called.

Forgery

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

Gross Misbehavior

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

Illegal Entry

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

Illegal Explosives

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

Inappropriate Behavior / Gestures

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

Inappropriate Dress

Apparel with drugs, alcohol, sexual references or vulgarity. All students must wear shoes or some form of footwear at all times.

Indecent Exposure

The act of intentionally exposing part of one's body. The act of intentionally exposing the body of another person.

Indecent Material

The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property. This may also include drug and alcohol depictions.

Insubordination

Disregard for the authority of staff members and employees.

Intimate Acts

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

Littering

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

Loitering

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

Major Theft

Theft of property valued at or over \$20.00

Minor Vandalism

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

Misuse of School Materials

Misusing and/or using school materials in an authorized manner short of major destruction, writing on or marking desks, books, lockers, using shop materials, home economics, food products, etc.

Cell Phones/I-Pods/MP-3's/Headphones

An electronic device used to communicate information.

Open/Persistent Defiance of Authority

Continuously challenging the authority of any adult. (Could occur over a period of time or in one particular instance.)

Physical or Verbal Assault

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

Plagiarize

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

Possession or Illegal Use of Weapon

The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.

Possession / Use of Tobacco

Smoking/Chewing by any student or the possession of smoking materials or chewing tobacco) is not permitted on school property, at activities or events. For purposes of the tobacco free environment, possession of cigars, cigarettes, chewing tobacco, nicotine products and vapor products (including e-cigarettes) are violations.

Profanity

The use of language that is unacceptable to school/community standards. F- word is placed in Category III.

Public Display of Affection

The showing of affection that is not appropriate in the school setting (such as kissing or embracing).

School Property

This is defined as any building, buildings, and part of any building, structure, land, or property of the school district.

Sexual Harassment

- a) Sexual harassment is behavior expressed in words, pictures or actions that is offensive to a person.
- b) Sexual harassment must involve issues of sexuality.
- c) Sexual harassment is not welcomed and may be embarrassing or uncomfortable for the victim to experience.
- d) Sexual harassment is one-sided.
- e) Sexual harassment is about power.
- f) Sexual harassment is a violation of Mitchell Public Schools.
- g) Sexual harassment is a violation of law: Title IX, Title VII and/or the Nebraska Equal Opportunity in Education Act. Other laws may also be violated if sexual harassment has happened.

Who Can Be Victims?

Anyone can be sexually harassed. This means that students, teachers, parents, or others who are part of a school (janitors, bus drivers, and office, or lunchroom staff) may be victims of sexual harassment. Victims can be male or female. Females experience sexual harassment more often than males.

Dating violence that occurs within the scope of an educational program or activity may meet the definition of Title IX Sexual Harassment. Complaints received by the district of possible Title IX Sexual Harassment may require a procedural referral to the district Title IX coordinator for investigation.

Spitting

To eject (as saliva) from the mouth.

Theft

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

Trespass

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

Truancy

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

Unauthorized Games in the School Building

Gambling, poker, etc.

Unlawful Intimidation of School Authority

Interfering with administrators, teachers, or other school personnel by force or violence.

Vandalism

Destruction of school property or property belonging to another.

Verbal/Physical/Written Threat to Teachers/Staff

Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity

Defined as offensive, lewd, obscene.

Dress Code and Grooming: The administration believes students' dress or grooming that cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees or visitors is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a positive learning environment.

The administration expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. **When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.**

The administration respects the diverse racial and religious backgrounds of our students. The District's students have the right to visibly express themselves through their attire when associated with race, religion, sex, disability, or national origin, including tribal regalia, natural and protective hairstyles, or adornments. The District will facilitate and encourage a positive learning environment for all students while complying with any applicable health and safety law, rule, regulations or ordinance. "Caregiver" in this policy shall include any parent, guardian or other adult caregiver who is on record with the District as one of the student's official custodians.

General Principles/Standards

1. **Non-Discrimination:** The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin. Bullying Prevention and Harassment policies are also referenced below.
2. **Respect of Individuality:** Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school personnel. Altering a student's appearance or removing or altering a student's attire without consent from their caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.
3. **Cultural and Religious Attire:** Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion and will be protected from bullying and harassment according to district policies.
4. **Prohibited Attire:** Attire should not promote violence, drugs, alcohol, profanity, hate speech or sexual innuendo. Caps/Hats/Hoods Up are prohibited unless approved by administration. Revealing attire; shirts with thin straps, tank tops, shirts which reveal cleavage, short mini skirts and exposed midriff areas are prohibited. In these cases, the District reserved the right to request immediate attire changes from students.

Health and Safety Considerations:

In school environments where the use of certain chemicals or equipment poses a direct safety hazard, students may be required to wear protective gear, such as lab coats and safety goggles. Similarly, in physical education classes or during sports activities, students may need to modify their attire or secure their hair to ensure the safety of themselves and others. A good faith effort applied equally and without discrimination will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance.

1. Proven Need: Any health and safety standard based on characteristics associated with race, religion, sex, disability, or national origin must demonstrate that such standard is necessary for the health and safety of the student or other individuals.
2. Least Restrictive Means: Health and safety standards addressing such concerns should use the least restrictive means necessary. Measures that do not discriminate with respect to race, religion, sex, disability, or national origin should be pursued.

Enforcement:

Enforcement of this policy will be consistent with the district's code of conduct and discipline policies. Enforcement of this policy shall not target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin.

Training and Awareness:

The district will communicate this policy with students and families in their preferred languages(s). Feedback from diverse students, caregivers, staff, and administrators will be considered when adopting and revising this policy. The District will provide appropriate staff training about this policy for its effective implementation with caregivers.

Confidentiality:

Administration will handle all information related to students', race, sex, disability, national origin, or religious characteristics in accordance with the Family Educational Rights and Privacy Act (FERPA). Parental consent must be obtained before sharing confidential student information with school staff or outside parties.

Parental Consent:

Administration will make a good faith effort to obtain informed consent from a student's caregivers in their preferred language for any health and safety standard accommodation needed. To respect individual identity and parental authority, our process includes the following steps:

1. Initiate Contact: Make a good faith effort to contact the caregiver using their preferred communication method (phone, email, or in person), explaining why adjustments to the student's attire or grooming are needed to meet health and safety standards.
2. Collaborative Solutions: Work with the student and caregiver to find accommodation options to meet health and safety standards. Discuss the potential results of each option on the student's well-being and educational experience.

3. Parental Consideration: Allow the caregiver time to privately discuss the situation with their student or family members to make an informed decision.
4. Obtain Consent: Once an accommodation is agreed upon, obtain written consent through a signed document or email exchange, stating the accommodation and health and safety standard that required the accommodation. A copy of this written consent should be provided to the caregiver.
5. Documentation & Follow-up: Communication and decisions made with the parent/guardian/caregiver shall be documented as below. These records are subject to the Family Educational Rights and Privacy Act (FERPA) and shall be maintained accordingly. Follow up with the caregiver within 1-2 weeks to ensure the accommodation was implemented in a satisfactory manner.

Personal Electronic Devices:

Philosophy & Purpose: "Mitchell Public Schools values a safe, focused educational environment, free from the distractions of personal communication devices, to foster academic excellence, personal growth, respectful interactions, and meaningful engagement in learning for every student."

Nebraska Legislative Bill 140 and Mitchell Board of Education policy 504.12 require rules and policies that prohibit the use of electronic communication devices by students while on school property or attending a school instructional function. These devices create many problems in the educational setting and security issues for the school and have potential to lead to the following negative outcomes for students:

- Disengagement from class and activities.
- Disengagement from positive personal relationships with staff and students.
- Cyberbullying
- Skipping classes and activities
- Verbal or physical altercations or other safety related activities.

Students are asked to leave these items at home. If a student must have these devices at school, they are to be turned off prior to entering the school building and turned into their homeroom teacher for the remainder of the school day. Students that leave campus for any reason may take their phones with them, but must comply with this policy immediately upon their return to school property.

Expectations would include:

1. When required by a student's individualized education program developed under the Special Education Act and its rules and regulations adopted or a plan developed under Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C 794.
2. When authorized by the District for Educational purposes during instructional time.
3. In the case of an emergency or perceived threat of danger.
4. When necessary to monitor or manage a student's health care.

5. When appropriate under District policies or otherwise allowed by an appropriate school employee (Administrator).

Students **MAY NOT** use cell phones or other electronic devices at any time, while at recess or restrooms, regardless of exemptions status, unless specifically stated by a physician.

Any electronic device that is discovered on the student or turned on in the hallways or recess will be confiscated by school personnel. Refusal will result in a behavior referral for insubordination.

Consequences for personal electronic device infractions will be as follows:

First Offense: The electronic device will be confiscated, parents will be notified, and the student will receive a 30 minute detention. Device will be returned to the student following the served detention. Category II - 10 Discipline Points

Second Offense: The electronic device will be confiscated. Parents will be notified and the student will receive a 1-day in-school suspension. A parent will need to conference and pick up the device from the Administrative Office. Category II - 10 Discipline Points

Third Offense: The electronic device will be confiscated. Parents will be notified and the student will receive a 2-day in-school suspension. A parent will need to conference and pick up the device from the Administrative Office. Category II - 10 Discipline Points

Fourth and Recurring Offenses: The electronic device will be confiscated. Parents will be notified and the student will receive a 2-day in-school suspension. A parent will need to conference and pick up the device from the Administrative Office. Category II - 10 Discipline Points

This policy does not authorize monitoring, collecting, or otherwise accessing any information on an electronic communication device not owned by or provided for academic use by the school district.

Alterations to these consequences may be adapted due to the circumstances through administrative discretion.

Any disciplinary points accumulated through this policy will accrue to the students 100 point limit regarding the Mitchell Elementary Discipline Policy which could lead to expulsion.

Communication between student/parent or parent/student shall take place via the administrative office telephone. Students will not be excused from a class session to use the phone unless it is an emergency.

Any requests for temporary access to a personal communication device must be made directory to school administration. A final decision will be made by the administration to ensure the policy is being implemented in a consistent, equitable manner.

Students may use cell phones or other electronic devices outside the school and in the hallways of the school AFTER SCHOOL, so long as they do not create a distraction for disruption.

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.

In addition to any prohibitions on electronic communication devices stated above, students shall not use such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy.

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 students 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.

Religious Based Exclusion from a School Program:

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. The board authorized the administration to allow the exclusion if it is not disruptive to the educational program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the principal, the parents shall abide by the following:

1. The notice shall be in writing
2. The objections shall be based on religious beliefs
3. The objection shall state which activities or studies violate their religious beliefs
4. The objection shall state a proposed alternative activity or study

The Principal shall have discretion to make this determination. The factors the principal shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available principal-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for

promotion to the next grade level. Students who are allowed to be excluded from a program or activity which violates their religious beliefs may be required to do an alternative supervised activity or study.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

Inappropriate Public Displays of Affection:

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

Specific Rule Items:

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

- Students are expected to bring all books and necessary materials to class.
- Assignments for all classes are due as assigned by the teacher.
- Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others. This includes toys, etc.

Network, Computer, Internet, & Other Rules:

General Rules:

- The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed

to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

- Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy & Rules for Acceptable Use of Computers & the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- Users shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
- Users shall not use or try to discover another user's account or password.
- Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

- Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

Etiquette & Rules for Use of Computers & the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- Note that electronic mail (email) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- All communications and information accessible via the network should be assumed to be private property of others.
- Do not place unlawful information on any network system.

- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- Other rules may be established by the network administrators or teachers from time to time.

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

- Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Reporting Student Law Violations:

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

- Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Nebraska Legislative Bill 79-264.

Student; exclusion; circumstances; emergency exclusion; procedure.

(1) Any student may be excluded from school in the following circumstances, subject to the procedural provisions of section 79-265, and, if longer than five school days, subject to the provisions of subsection (3) of this section:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

(2) Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described in subsection (1) of this section.

(3) If the superintendent or his or her designee determines that such emergency exclusion shall extend beyond five days, the school board shall adopt a procedure for a hearing to be held and a final determination made within ten school days after the initial date of exclusion. Such procedure shall substantially comply with the provisions of sections 79-266 to 79-287, and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Mitchell Elementary Incentive Program

Mitchell Elementary's Philosophy is to reward and acknowledge students for doing the right thing.

→ UpDays

- ◆ UpDays are held at the end of each quarter - October, December, March, & May.
UpDay activities include: bowling, skating, golfing, hiking, movies, etc.
- ◆ Students are eligible for UpDays if they meet these requirements:
 - 78% or higher in all core classes OR ALL work is turned in and on time.
 - 1 Strike or Less per Quarter
 - If a student does not miss more than 5 (five) days for that quarter (exceptions are Doctor's notes, hospital stays, bereavement, etc.).
Exceptions are reviewed by the classroom teacher & principal.

- **Students receiving special education services may meet the academic eligibility requirement by demonstrating satisfactory progress toward their Individualized Education Program (IEP) goals, as determined by the student's teachers and special education staff.**

Section 9 Extra-Curricular Activities - Rights, Conduct, Rules, & Regulations

Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

MES offers several “extra-curricular” activities. These activities are generally conducted outside of the regular school day.

Extracurricular Activity Philosophy:

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

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

Safety:

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants & Parents:

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

Extracurricular Activity Code of Conduct:

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, the student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident,

self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.

- Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause disruption to school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive devices, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
- Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
- Public indecency.
- Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
- Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
- Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
- Repeated violation of any of the school rules.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or

engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

- Willfully violating the behavioral expectations for those students riding Mitchell Public School buses or vehicles used for activity purposes.
- Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
- Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
- Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
- All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

School Dances:

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation. All rules of MES must be adhered to during attendance at school dances.

Attendance at Mitchell Junior High & High School Activities:

MES students are to abide by all school rules when attending any activity for Mitchell Junior or Senior High School. The following consequences will take place if a student is not following school rules at a school activity:

- Student will be warned & corrected concerning behavior;
- Student will be seated with a parent/guardian;
- Student will be sent home;
- Further consequence/action could take place when a student returns to school.

Parent's Roles in Extracurricular Activities:

Communication with your child:

- 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 or sponsor. If your child is receiving mixed messages from two (2) 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) and/or sponsors. 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 and/or Sponsor:

- Communication you should expect from your child's coach/sponsor includes:
 - Philosophy of the coach/sponsor
 - Expectations the coach/sponsor has for your child
 - Locations and times of all practices, meetings, contests, etc.
 - Team/organization requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- Communication coaches/sponsors expect from parents
 - Concerns expressed directly to the coach/sponsor
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's/sponsor's philosophy and/or expectations

Appropriate concerns to discuss with coaches/sponsors:

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Responsibilities of MES Students & Parents Attending Interscholastic Athletics and Other Extracurricular Activities at both the elementary and high school:

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.

- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- 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.
- Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noise makers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol and drugs on the site of the contest.

Section 10 State & Federal Programs

State and Federal Programs

Notice of Nondiscrimination

The Mitchell Public Schools do not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

The Coordinator may be contacted at: Dr. Kathy Urbanek, 1819 19th Ave., Mitchell, NE 69357, 308-623-1707, kurbanek@mitchelltigers.org. The Title IX director, Jamie Batterman can be contacted at 1439 13th Avenue, Mitchell, NE 69357, 308 623-2828.

Anti-discrimination & Harassment Policy

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

Preventing Harassment and Discrimination of Students

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

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

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

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

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

Sexual harassment may exist when:

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

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline,

work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

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

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

Complaint & Grievance Procedures:

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

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

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

Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live

successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

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

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

Notification of Rights Under FERPA

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

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

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

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

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

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

- Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;

- School and dates of attendance;
- Student's current grade;
- Student's enrollment status (e.g. full-time or part-time);
- Student's date of birth and place of birth;
- Student's extra-curricular participation;
- Student's achievement awards or honors;
- Student's weight and height if a member of an athletic team;
- Student's photograph; and
- School or school district the student attended before he or she enrolled in Mitchell Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Mitchell Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical

security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Notice Concerning Disclosure of Student Recruiting Information

Federal law requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

Notice to Parents of Students in Programs Receiving Title I Funding

Staff Qualifications:

Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the student's teacher—
 - ◆ has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - ◆ is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - ◆ is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out:

Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt their child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

- the subject matter assessed;
- the purpose for which the assessment is designed and used;
- the source of the requirement for the assessment;
- the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- the time and format for disseminating results.

Language Instruction Programs:

If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- be involved in the education of their children; and
- be active participants in assisting their children to—
 - ◆ attain English proficiency;
 - ◆ achieve at high levels within a well-rounded education; and
 - ◆ meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

Student Privacy Protection Policy

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

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:

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

Protection of Student Privacy in regards to Surveys of Matters Deemed to be Sensitive:

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials:

Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are

as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings:

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable state law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students:

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the

subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information:

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy:

The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events:

The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

-Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1)hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student at an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive:

Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

- Political affiliations or beliefs of the student or the student’s parent;
- Mental or psychological problems of the student or the student’s parent;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom the student has close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student’s parent;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parental Involvement Policies

General - Parental/Community Involvement in Schools:

Mitchell Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

- Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
- Parents are encouraged to support the implementation of district policies and regulations.
- Parents are encouraged to monitor their student's progress by reviewing quarterly report cards, monitoring Infinite Campus, communicating with teachers, and attending parent-teacher conferences.
- Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
- Parents are provided access to records of students according to law and school policy.
- Parents are encouraged to attend award assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and principal. Parents' continued attendance at such activities will be based on the student's well-being.
- Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
- Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or principal within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
- Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
- Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
- School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Title I Parental Involvement Policy:

Mitchell Elementary Title I Policy:

[Title I Parent Involvement Policy](#)

The District's Title I Parental Involvement Policy is established in compliance with Federal law. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I

Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Building the schools' and parents' capacity for strong parental involvement.
- Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
- Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
- Involving parents in the activities of the schools served under Title I.

Policy Involvement:

Each school served under the Title I program will:

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's

participation under the Title I program and to explain the requirements of the Title I program.

- Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- If the District operates a schoolwide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement:

As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement:

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school

participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (5) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (6) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (7) may train parents to enhance the involvement of other parents; (8) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (9) may adopt and implement model approaches to improving parental involvement; (10) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (11) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (12) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility:

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy:

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Homeless Students Policy:

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students:

It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator:

The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children:

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or

legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

- The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
- The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
- And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of a homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of a homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Mitchell Public Schools based on it being the school of origin, the new school and Mitchell Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and costs for transportation shall be shared equally.

Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

- Agrees to serve meals free to children from families whose income meets eligibility guidelines.
- Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
- Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
- In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
- Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunchroom; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

- Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
- Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of the information contained in an application or to the continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parents and school officials to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - ◆ A publicly-announced, simple method for making an oral or written request for a hearing.
 - ◆ An opportunity to be assisted or represented by an attorney or other person.
 - ◆ An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - ◆ Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - ◆ An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - ◆ An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - ◆ The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - ◆ The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
- Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
- Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

Mitchell Tiger Cub Preschool

Parent Handbook



2026-2027 School Year

Mitchell Tiger Cub Preschool

A Collaboration between Mitchell Public Schools &
Educational Service Unit 13- Head Start

Physical Address

1463 12th Ave
Mitchell, NE 69357
308-623-2828

Mailing Address

1439 13th Ave
Mitchell, NE 69357
308-623-2828

Monday-Thursday

Morning Session: 7:45 AM – 11:15 AM

Full Day Session: 7:45 AM - 3:30 PM

Mitchell Tiger Cub Preschool is a partnership between Mitchell Public Schools and ESU 13 Head Start. We aim to provide a quality preschool experience for children in the community of Mitchell.

Mitchell Tiger Cub Preschool is governed by the Mitchell Board of Education. The Mitchell Tiger Cub Preschool follows all federal, state, and local regulations as well as Head Start Performance Standards.

Administration

Superintendent	Katherine Urbanek	623-1707
Elementary Principal	Kaci Kearns	623-2828
Preschool Director	Kaci Kearns	623-2828
Special Services Director	Jamie Batterman	623-2828

Preschool Staff

Preschool Teacher- Full & Half Day Program	Julia Jacobs	623-2828
Preschool Teacher- Full & Half Day Program	Casie Campbell	623-2828
Family Advocate	Assigned by Head Start	633-3712

Statement of Non-Discrimination

The Mitchell Tiger Cub Preschool does not discriminate based on race, color, national origin, gender, or handicap in admission, access to, treatment, or employment of its programs or activities. The Mitchell Tiger Cub Preschool complies with Section 504 of the Rehabilitation Act of 1973 and the Family Educational Rights and Privacy Act. If you have questions or concerns about these acts or feel you or your child has been discriminated against, please contact the administrator listed above.

From the Teachers

We would like to welcome you to the Mitchell Tiger Cub Preschool! We believe children learn best through active investigation and strive to keep our classrooms as fun and active as possible. If you have special interests you would like to share with the classes, we would be happy to visit with you about them! For example, parents, grandparents, or community members have brought in instruments to show our classes and play songs. We have also had people talk about honey bees and how they collect honey. Children learn best when they can experience new things firsthand.

If you have questions or concerns, please feel free to contact us about them. As parents, you know your children best, and we value your opinions. We look forward to an exciting year with your children.

Sincerely,
Mrs. Julia Jacobs
Ms. Casie Campbell

Enrollment

Enrollment decisions for the Mitchell Tiger Cub Preschool are based on criteria including the district of residence, date of enrollment, the child's age, and a child with a disability's need for preschool services identified by a child's Individual Education Program (IEP) if that child lives within the district.

Fees

Fees to attend Mitchell Tiger Cub Preschool are determined by free and reduced lunch guidelines.

Half-Day Program

<u>When Children Qualify for</u>	<u>The Family Pays</u>
Head Start Scholarship	\$0.00*
Reduced/Free lunches	\$60.00/month*
Full Priced lunches	\$140.00/month*

Full Day Program

<u>When Children Qualify for</u>	<u>The Family Pays</u>
Head Start Scholarship	\$0.00*
Reduced/Free lunches	\$160.00/month*
Full Priced lunches	\$325.00/month*

*Meals and snacks are included in the monthly fees.

A payment agreement must be signed for all paying students.

Pick-up/Drop-off Points

Parking for the preschool is on the south side of the building. Parking is limited in the preschool lot. We recommend parking on the East side of 12th Avenue and walking to the building. Parents will need to sign preschool students in and out each day. These guidelines are established for student safety. If you park on the West side of 12th Avenue, please use crosswalks when dropping off and picking up your child.

School Hours- Half-Day Program

The first preschool session begins at **7:45 AM** Monday – Thursday and ends at **12:00 AM**. We ask that students not come to school before **7:40 AM** unless they are engaged in a special, supervised activity. We ask that your child be picked up by **3:35 PM**.

School Hours- Full Day Program

The first preschool session begins at **7:45 AM** Monday – Thursday and ends at **3:30 PM**. We ask that students not come to school before **7:40 AM** unless they are engaged in a special, supervised activity. We ask that your child be picked up by **3:35 PM**.

THE PRESCHOOL PLAYGROUND IS NOT SUPERVISED OR AVAILABLE BEFORE OR AFTER SCHOOL.

To comply with safety procedures, the preschool door will be locked at 7:45 AM Monday-Thursday. Families that arrive late will need to contact the teacher or call the Mitchell Elementary Office for entry.

Meals and Snacks

Students in the morning preschool session will be offered breakfast and a morning snack. Students in the afternoon session will be offered lunch and an afternoon snack.

Students in the full-day program will be provided breakfast, lunch, and two snacks.

Checking Your Child's Backpack

Please check your child's backpack every night. They are excited about their work at this age and will be excited to share it with you. This is the best way for preschool staff to communicate with you. Also, please make sure that they have a backpack daily to carry their work home.

Parent and Caregiver Engagement

The Mitchell Tiger Cub Preschool is founded on the belief that a child's caregivers make a lifelong impact on a child's desire to learn, view of the world, and self-esteem. Mitchell Tiger Cub Preschool provides parents with a variety of opportunities for positive involvement in their child's education, including opportunities for volunteering and decision-making within the program. Each parent may choose to participate in activities that fit individual needs, schedules, and interests. The classroom setting is age-appropriate for all enrolled children and focuses on the individual needs of each child. Our priority is to partner with parents to provide the highest quality of services to children.

Parent Visitations

Parents are encouraged to visit the preschool classroom. PARENT VISITS, WITH THE EXCEPTION OF SCHOOL CELEBRATIONS, ARE LIMITED TO 30 MINUTES PER VISIT. If you wish to confer with a teacher, please arrange for an appointment at a time outside regular class hours. All visitors must arrange their visit ahead of time with a teacher.

Center Meal Policy for Volunteers

Mitchell Tiger Cub Preschool welcomes volunteers, but must limit those adults eating with the children to a reasonable number. Each preschool class can serve meals to two volunteers per day. By notifying the teacher and adding your name to the preschool calendar for lunch, you can assist staff members in planning. Please let a staff member know as soon as possible if you plan to stay for lunch so appropriate accommodations can be made. The volunteer will need to make arrangements with the Mitchell Cafeteria for payment.

Addressing Concerns

We strive to meet the needs of each child and family and work with parents to provide quality services to children and families. If you have a concern with our program, we need to work out a satisfactory solution. We ask that parents solve problems with the program by using the following procedure:

1. General questions – ask your preschool teacher or family advocate.
2. Speak with the Preschool Director.
3. If you need further assistance, please contact the Mitchell Public Schools Superintendent.

When concerns arise, we approach problem-solving by viewing each other as teammates. We intend to positively resolve any problem that comes our way for the benefit of the program and the children we are all responsible for teaching within the guidelines of the Performance Standards and licensing rules that we must follow.

Orientation & Screening

One of our first opportunities to meet parents is at preschool orientation & screening. As a parent, you have valuable information to share with us about your child and your family so that we can better serve your child. Your preschool teacher will visit with you about the scheduled date and the specific time for you to come. Orientation dates and times are also on the preschool calendar. This event will take place with all of the other parents in your child's classroom. You will be asked many questions, including information about your child's health history, things that your child likes to do, activities that you would like to volunteer for, and your child's favorite foods. A substitute (grandparent, babysitter, another relative, etc.) may not be able to answer some of the questions. The time needed to complete the orientation & screening is approximately 1½ hours. If your child has a special need, health condition, or food allergy, please let your preschool teacher know immediately so that an individual health plan can be put into place for the safety of your child. This must be completed and signed by your healthcare provider before the child can begin in the classroom. We appreciate your time and patience in helping us gather important and required information.

Home Visits

Home visits are a requirement for the Mitchell Tiger Cub Preschool. If you would rather the visit not take place in your home, please make arrangements with the preschool teacher to meet at an alternate location. Tips for successful home visits are as follows:

- Notify your teacher, Family Advocate, or another visiting staff member of changes or cancellations. If you are unable to keep a scheduled visit due to an emergency, please contact the expected staff member to cancel the visit. If you do not have a phone available, please leave a note on your door letting that person know your plan for contacting her/him, or note an alternative time when you will be available to meet.
- Please notify your visiting staff member of any upcoming changes in your address or phone number.
- Consider scheduling appointments for the same time of the day and the same day of the week, making appointments easier to remember. Home visits may take place in an alternate location. By working together, we can make home visits a learning experience that is beneficial to your family.

Parent and Caregiver Meetings and Gatherings

Parents and caregivers of children enrolled in the Mitchell Tiger Cub Preschool will have opportunities during the year to get to know each other and learn together through family meetings and gatherings. These activity-based gatherings include things like snacks, parent-child activities, outings, and/or craft projects.

At the first family gathering, parents will elect a representative to the Head Start Policy Council. Representatives are elected by October 15 so that the representative is able to receive training later that month (an alternate training may be offered in November for those unable to attend the October training, depending on the need).

During the 4th quarter, preschool administration and staff will meet with a small group of parents to discuss the performance of the preschool on state evaluation tools and gather information from parents about their family's preschool experiences. If you are interested in being a part of this group, please let your teacher know.

Policy Council

Policy Council is a decision-making board similar to a school board. Members participate in budget planning, program planning, problem-solving, and other functions described in the Performance Standards. Every Head Start program is required to have a Policy Council in place. This is a foundation of the program that supports parent involvement in the decision-making process.

1. Mitchell Tiger Cub Preschool will be represented on the Policy Council.
2. Our representative will attend monthly Policy Council meetings. If the representative is unable to attend a meeting, the representative may arrange for a proxy to attend in his or her place.
3. The Tiger Cub Preschool representative will report at family meetings about the Policy Council.

Volunteering

There are many opportunities for you to volunteer in the program, both in and out of the classroom and during a variety of time frames. Volunteering is a great way to support the Mitchell Tiger Cub Preschool program. Some ways parents can volunteer include serving as an officer of the parent group, becoming a policy council representative, helping in the classroom, assisting with field trips or special events, preparing classroom materials, and helping with classroom repairs or maintenance. Visit with the teacher or other staff members if you have a special interest or would like to help.

- Families are encouraged to provide volunteer service in or for the preschool at least once a month. Our goal is to have two parents volunteering in or outside of the classroom every day. Volunteering is not a requirement of your child's enrollment, but it is very beneficial to the program.
- While in the preschool classroom, a volunteer may participate in classroom activities, observe children's interactions with others, or assist with decorating bulletin boards or other tasks as needed by the teacher.
- Volunteering for tasks outside of preschool time is just as important and counts in the same way as volunteering during classroom time. If your schedule does not allow for much time during the day, please visit the teacher for some ideas for volunteer service during other time frames.
- Each time you volunteer, please sign the Volunteer Sheet provided by your classroom teacher. Remember to keep track of your volunteer hours at home and submit those as well. The recognition of volunteers is given throughout the year in a variety of ways for volunteer services.
- Sign the classroom calendar to volunteer to help in the classroom, assist with field trips, assist with office work, etc.
- Each classroom will be working on Community Projects during the year. If you enjoy leadership roles, please consider assisting with community projects. Leadership is also involved when serving as a Parent Group Officer or as a Policy Council Representative.
- Let your opinion be known. As a Policy Council representative from your preschool, you speak for parents and impact program operations.

Our preschool staff deeply appreciates the time and experience that you offer as a volunteer. We hope to see you often!

Social, Digital, and Print Media

Mitchell Tiger Cub Preschool utilizes the district communication app "Rooms," where we post items such as announcements, reminders, school closures, lost and found items, and special activity events. We require families to join this group. Past preschool parents have found the group to be a great way to keep updated on preschool activities and events, and have picture keepsakes of their child's preschool experiences. We also occasionally have print media organizations (like newspapers) request to print stories on our preschool program.

While preschool staff keep this group as secure as possible, it is impossible for preschool staff to prevent the sharing of the pictures and events within it without our knowledge (e.g., a parent downloads and publicly shares a picture of a group of children in an activity without the knowledge of all the parents of the children in the picture). Because of this, parents may sign a statement requesting that their child's picture not be posted on social media, print media, or both. Please contact your child's teacher if you would like to opt out.

EDUCATION

Mitchell Tiger Cub Preschool uses Creative Curriculum and Teaching Strategies Gold Assessment to guide our program.

The purpose of our program is to promote:

- social, emotional, intellectual, language, physical, and aesthetic development and learning
- family development and support
- development of a positive self-image.
- learning how to get along with children of a similar age group
- gradual shifting from a family circle to a wider school circle
- having a wide range of experiences
- becoming a secure and independent person
- taking responsibility for individual well-being
- respect and care for our classroom
- communication of ideas to both adults and other children using words and expanded sentences
- developing coordination of large and small muscles
- applying knowledge or experiences to new situations
- development of expression through a variety of creative areas, including art, drama, music & literature
- development of visual perception and auditory discrimination skills
- enjoyment and value of reading
- demonstration of knowledge of the alphabet
- understanding the purpose of writing
- excitement about learning
- having fun while learning

Mitchell Tiger Cub Preschool provides the following educational services to all families:

- All families will be offered home visits throughout the year.
- All families will have the opportunity to attend 2 parent-teacher conferences a year.
- The Ages and Stages Screening Tool is administered to all children after entering the program to screen for possible developmental delays.
- Each child participates in ongoing individual assessments.

Although home visits and parent-teacher conferences are designed for parent and teacher communication, feel free to contact the teacher as needed.

Active Supervision of Children

Active supervision is a set of strategies for supervising infants, toddlers, and preschoolers children in classrooms, on or near playgrounds and school buses, and wherever enrolled children are during program attendance.

A. Program staff, utilizing the following six strategies, work together to create an effective approach to child supervision:

1. Set up the environment to support supervision of children at all times. This may include developing and posting a daily classroom schedule for children, which the teaching staff and volunteers follow, which helps to keep the day predictable.

Consideration of the height and arrangement of classroom furniture and outdoor equipment allows effective monitoring and supervision of children at all times.

2. Position staff to see and reach children at all times. Plans may include staffing charts that identify the staff responsible for each area or activity, and individual duties during transitions before and after an activity.

3. Scan the environment, including assigned areas of the classroom or outdoor area, and keep count of the children. Staff communicate with each other, so everyone knows where each child is and what each one is doing. This is done at all times, especially during center times and on the playground when children are constantly moving. (name to face checks)

4. Listen closely to children and the environment to immediately identify signs of potential danger. Staff listen to and talk with team members, especially when a staff person or a child has to leave the area, so that staff know where other staff are located.

5. Anticipate children's behavior to give children any needed additional support, especially at the start of the school year and during transitions. Be aware of children who tend to wander off or lag behind to ensure they are never left unsupervised.

6. Engage and redirect when children are unable to solve problems on their own. Staff offer different levels of assistance according to each individual child's needs.

Supervision During Transitions

Transitions are often the most challenging times to supervise children. To prevent children from being left unsupervised, the program utilizes strategies for managing transitions throughout the day, such as when children arrive, leave, or move from one location to another within a center. Some examples include:

A. Regular routines, such as drop-off and pick-up times, including staff assignments (who monitors the door, etc.).

B. Utilizing name-to-face checks to ensure that each child is accounted for

C. Ensuring that Teachers, Assistant Teachers, Floaters, and Volunteers know when transitions take place and are in a position to provide constant supervision.

D. Having a plan to maintain appropriate Adult: Child ratios at all times, including when a staff member needs to leave the room.

E. Ensuring parents understand their responsibilities during drop-off and pick-up of their child, and being alert to potential child wanderings.

F. Limiting the amount of time children are waiting in line to transition and offering engaging activities while waiting.

G. Letting children know what the expectations are prior to transitions.

7 Ways Parents Can Help Their Child's Educational Experience

1. Volunteer in the classroom or with special projects.

2. Give input into curriculum and lesson plans.

3. Share your culture and family traditions.

4. Help with activities such as field trips, celebrations, and special events.

5. TALK with your child about his/her experiences at preschool.

6. Read to your child for at least 15 minutes daily.

7. Make sure that your child gets enough sleep and is physically ready to learn.

Reading to your child

Why Read 20 Minutes at Home?		
STUDENT A	STUDENT B	STUDENT C
• Reads an average of 20 minutes per day.	• Reads an average of 5 minutes per day.	• Reads an average of 1 minutes per day.
• 3,600 minutes/school year	• 900 minutes/school year	• 180 minutes/school year
• 1,800,000 words per year	• 282,000 words per year	• 8,000 words per year
By 6th grade student has read for an equivalent of : 60 school days	By 6th grade student has read for an equivalent of : 12 school days	By 6th grade student has read for an equivalent of : 3 school days
		
In order for children to become better readers, they need time to read.		

Celebration Policy

The Mitchell Tiger Cub Preschool program believes all families are unique and individual beliefs and cultures should be respected. Keeping this in mind, the program has developed a policy for staff to use when working with children and families.

Guidelines:

1. Each parent will complete a parent questionnaire about family beliefs with regard to holidays and celebrations.
2. All cultural and religious beliefs will be respected, as all early childhood programs that receive public funding and/or are affiliated with any public organizations must comply with the First Amendment of the Constitution of the United States, which has been interpreted by the Supreme Court (Everson v. Board of Education) as establishing a separation of church and state.
3. All activities will be developmentally and age-appropriate.
4. Activities will be based on children's interests.
5. All children will be able to participate in any activity that takes place in our program. Children will always be accepted.
6. Foods and snacks served will follow Performance Standard guidelines: all federal, state, and local food sanitation and safety laws must be followed; foods are purchased only from licensed vendors and foods and beverages are high in nutrition and low in sugar, salt, and fat.

Biting Policy

For safety and health concerns, we take biting seriously. When a child bites, it's very scary, frustrating, and stressful for children, parents, and teachers. There are no quick and easy solutions for biting. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for an item or attention. Repeated biting becomes a pattern of learned behavior that is often difficult to extinguish. Knowing that biting hurts another person is not yet a part of the mindset of a child of this age, so the "cause-effect" relationship is often not internalized. Our teachers plan activities and supervise carefully in order to prevent biting. There are times, however, when staff cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

1. The biter is immediately removed from the group with a firm NO. The bitten child is consoled, and the bitten area is washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is spoken with on a level that he/she can understand and then redirected.
2. A written incident report is given to the parents of all children involved when they are picked up that day.
3. The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
4. We closely examine the context of each biting incident for patterns in an effort to prevent further biting behavior. Staff will complete the "biting information form" and share it with the Behavioral Health Consultant.
5. We work with the biting child on resolving conflict or frustration in an appropriate manner.
6. We try to adapt to the environment and work with parents to reduce any child's stress.
7. We make special efforts to protect potential victims.
8. We try to make every effort to extinguish the behavior quickly and balance our commitment to the family of the biting child with that of other families.

Health Policies

When a student has a disease, illness, or health condition, the chart below may be followed to determine when he/she may return to school:

- **Fever** – the temperature has been below 100 degrees for at least 24 hours
- **Vomiting/Diarrhea** – no more episodes for 24 hours, and the student is eating normally
- **Chicken Pox** – when all scabs have dried up or disappeared
- **Pink Eye** – 24 hours after the antibiotic started, and no more drainage is evident
- **Impetigo** – 24 hours after the antibiotic started, and the sores are decreasing in size
- **Ringworm** – must remain out of school until under treatment
- **Head lice** – after the hair is treated for lice, all nits (lice eggs) are removed, and the first cleaning is completed.

Students who have had head lice will be checked for a minimum of 14 days after the first treatment.

If a student is absent due to illness or injury for more than five (5) consecutive days, a note from a physician stating the student's fitness to return to school is required.

Keep Me Home If...



When Your Child is Sick:

**Do Not Intentionally
Expose Them to Others**

Procedure in case of an accident or illness

1. The parents/guardians will be notified if the student needs to go home and/or a health care provider needs to be consulted. It is expected that the student will be picked up as quickly as possible.
2. Students needing to go home will be cared for and made as comfortable as possible until someone arrives to pick them up.
3. If necessary and circumstances warrant, the student will be taken to the hospital via emergency services. Attempts will be made to contact a parent/guardian prior to the student being transported.

Each family must complete an emergency card for office use to inform the school of how and who to contact in case of an emergency. Parents/guardians are expected to update emergency cards annually and when changes occur.

Students should not be sent to school and will be sent home if any of the following conditions exist.

1. The student has a temperature of 100 degrees or more.
2. The student is experiencing vomiting, severe headache, or cough, etc.
3. The student has a suspicious contagion, rash, or discharge.

No student will be sent home until a parent, guardian, or responsible adult has been contacted.

Medications

Most medications, especially those prescribed to be dosed multiple times daily, are most safely and easily given at home. For those few students requiring medications during school hours, the physician and parent must complete the Mitchell School Medication Permission Form. Medications will be given as ordered by the physician. Medication Permission Forms expire at the end of each school year or sooner, depending on the

physician's order. Medications must be in a pharmacy container labeled with the name of the student, medication, dose, frequency ordered, and the physician's name. When requested, most pharmacies will provide a second labeled bottle of medication to take to the school if needed. The school can make no changes in the amount or when the medicine is given without a written order from the physician.

FAMILY SERVICES

Family Advocate Services

The Mitchell Tiger Cub Preschool has been assigned a family advocate to work with Head Start families or any family that would like this service. Advocates are an additional resource for families and can be of assistance in several situations. They will support you in setting and reaching family goals, serve as a source of information on a wide variety of topics, and assist you in finding needed resources for your family. Family advocates generally visit with families at least three times per program year, but are available for additional home visits on an as-needed basis. They can accompany you to other agencies as you seek resources. Advocates may provide transportation if transportation is required to meet immediate basic needs including health needs. Head Start strives to empower families towards greater confidence, self-reliance, and independence to seek out necessary resources, thus becoming your family's advocate. Your family advocate can be reached through your teacher or ESU 13 at (308) 633-3712.

Family Partnership Agreement

The purpose of the Family Partnership Agreement is to identify your family's strengths in a variety of areas as well as any needs that you may have. The Family Partnership Plan is used to assist families in setting goals and is completed in partnership with a family advocate. Families can use these tools for goal planning. Family and/or individual goals will be the focus, and family advocates will follow up throughout the year to encourage and support you in obtaining your goals.

Attendance Policy

During childhood, children learn many skills that will serve them for a lifetime. By having your child in the classroom as consistently as possible, you are teaching the value of learning and are increasing the chance of your child's success in school. Please contact the classroom teacher if your child is going to be absent. Also, notify the teacher if the child is going to be absent for extensive circumstances (like a death in the family).

As a federally-funded program, we are required to track attendance and, therefore, must have an attendance policy. Attendance concerns will be addressed with the following steps. Unexcused absences are defined in the following ways: 1) No contact from a parent regarding the child's absence, 2) the Parent indicated that the child "did not want to come to school today", or 3) the Child is brought to the center early or picked up late.

1. Phone contact with the teacher is required following the first unexcused absence.
2. A home visit by the family advocate is required following the third unexcused absence to understand the reason for the absences and to discuss the attendance policy if needed.
3. Chronic absenteeism will also be cause for a referral to the family advocate for a home visit to initiate appropriate family support procedures, partnering with the family to resolve barriers that interfere with a child's attendance.
4. Continued absenteeism will result in a referral to the Enrollment Manager. The Enrollment Manager will contact the family by phone or letter to ensure that the family is still interested in continued enrollment in the Mitchell Tiger Cub Preschool program and establish ways that the program can be supportive of the child's attendance. If there are barriers causing attendance concerns, the family advocate will follow up with the family to work together to resolve the concerns. An attendance plan and/or team meeting may be required.
5. If staff is unable to contact the family by phone, and the family does not respond to our letter by the deadline, or chronic absenteeism persists, the management team will meet to discuss the situation and

try to resolve barriers before deciding to drop the child. If a plan is developed or a team meeting is held, and the parents do not adhere to the guidelines set, we assume that the family is no longer interested in participating in the program, and the child's name will be removed from active enrollment.

6. Those parents expressing interest in having their child participate in the program after the deadline will be required to have a written plan in place addressing the attendance concern. Once a child's name is removed from enrollment, the next child on the waiting list will be enrolled in his/her place. There is no guarantee that the program will have another available opening at the time that the request is made.
7. If a pattern of chronic absences is reported that are not consecutive days missed, the same steps will be followed with the family.

*Please advise the teacher and/or Enrollment Manager of extenuating circumstances, such as a death in the family.

School Closing Information

When school is canceled due to bad weather, the information will be communicated over Mitchell Public Schools' all-call system, most media outlets, our website, and the district's Facebook page. Please check any of these sources as early in the morning as possible. Please do not call the school regarding weather and school closings so that telephone lines can remain open. If the school is closed for K-12 students, the preschool will also be closed. In the rare instance that school closes during the day, we will follow the instructions given on your child's emergency card. **Please make sure your voicemail can receive messages.**

Inclement Weather

During inclement weather, outside playtimes are reduced or eliminated. If the wind chill factor is below 15 degrees or the straight temperature is 15 degrees or lower, there will be no outside playtime. Otherwise, children are expected to go outside during playtime. If your child is to stay inside during outside play times for health reasons, a note from a Doctor must be sent to school. If it is a "one-time" occasion, a note from the parent is sufficient.

Emergency Number

We must have an emergency phone number, other than your home phone number, on file with the teacher for your child. This emergency number should be a local number or a cell phone number. Please make sure this number is kept up to date.

Emergency Drills

Fire drills are held once a month during the school year, and tornado drills are held once in the fall and once in the spring. Nebraska school laws require that each school hold at least two fire drills during the first two weeks of school and eight additional fire drills during the school year. The children are taught to leave the building quickly and quietly in a safe and organized manner. Schools also engage in lock-down, lock-out (hold), and evacuation drills (bomb threats and other emergencies) during the school year. The evacuation drills could involve the evacuation of students to the school's designated alternate site. Please call the preschool director if you have questions about drills. These drills are conducted to achieve maximum preparedness in case of an emergency.

Emergency Procedures

The school district has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis. In most emergencies, your children will remain and be cared for at the school. In the rare event of an emergency affecting the school that prohibits re-entry to the building (such as a broken gas or water main, a fire, or a toxic spill), students will be transported or walk to an established alternate site. In the case of certain emergencies, we will communicate a pick-up protocol.

We ask that you follow the procedure below if you hear of any school emergency:

1. Turn on the radio or television. We will keep the media informed of any emergency.
2. Please do not telephone the school. We have limited phone lines. These MUST be used to respond to the emergency.
3. **Please do not come to the school unless requested to pick up your child.** We will communicate a pick-up protocol. An emergency involving the school may mean that emergency vehicles and workers must be able to get to the building. If the emergency necessitates the relocation of staff and students, you will be informed via the media. Trust that the school staff will take excellent care of your child.
4. **Please stay by your phone and answer any calls that come from the district notification system.**

In-Kind

Every year, Mitchell Tiger Cub Preschool receives grant money from the Federal Government. Twenty-five percent of what we receive must be matched with in-kind donations from parents and other community members. Some things that count toward in-kind are:

- Completing and submitting a Family Activity Calendar
- Volunteering in the center
- Preparing classroom materials
- Working on community projects as a parent group
- Attending Policy Council meetings
- Donated items

Check with your teacher about other ways you can help with In-Kind.

Reporting of Child Abuse / Neglect

Mitchell Tiger Cub Preschool's procedure for reporting child abuse and neglect is based on Nebraska Statute 28-711 Reporting Law. In the case of suspected child abuse or neglect, staff members are to report to the Child Abuse Hotline at 1-800-652-1999. Our primary concern is the safety of children and the well-being of their families.

Staff will not discuss child abuse reports with parents. If you have questions about child abuse reporting, you are welcome to speak to the teacher or another administrator. The Mitchell Tiger Cub Preschool can make referrals to help families struggling with abuse or neglect and to provide support as the family works with other systems.

Applicable Nebraska Statutes regarding child abuse and neglect are as follows:

1. ANY person who has reasonable cause to believe that a child is being subjected to conditions that would result in neglect or abuse is required by law (Nebraska Rev. Stat. 28-711, Reissue 1989) to report such an incident to the proper law enforcement agency, i.e. the police department, sheriff's office, or the Nebraska Department of Social Services.
2. ANY person reporting a child who is being subjected to abuse or neglect is immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements (Neb. Rev. Stat. 28-716, reissue 1989), and will also be immune from discharge, retaliation, or other disciplinary action solely based on having made a child abuse report.

If you know of or suspect that a child is being harmed in any way, please remember that all Nebraska residents are required to report suspected child abuse and neglect. You can report suspected abuse and neglect to the Department of Health and Human Services Hotline (1-800-652-1999) or to the appropriate law enforcement agency. Please remember that we are all responsible for the safety of our nation's children.

Student Records

Records are maintained on all students. Your child's records are available for your review at any time, including the student's academic and testing records. An appointment to review the records should be made in advance so the teacher will be available to answer any questions.

Confidentiality Policy

Families have the right to the protection of personal information. Mitchell Tiger Cub Preschool operates under the following principles:

1. Parents should be the primary source of information about themselves, and information sought from parents should be limited to that which is essential for services.
2. Parents and other volunteers are prohibited from reviewing records other than those of their children.
3. Health, education, and social service records for children/families are open only to staff and consultants on a "need to know" basis to the extent necessary to provide services or assess the effectiveness of the services that are being offered.
4. Information is not to be released to anyone outside the program without written consent from the family.
5. Other agencies and individuals are to be consulted only with the family's consent and within the limits of that consent.
6. The information recorded and records maintained are to be limited to those essential for providing services. Children's files and other information will be stored in locked files to ensure confidentiality at each site.

*Exceptions to the above include child abuse/neglect reporting and persons at risk of harming themselves or others.

Please note that confidentiality also applies to you. While volunteering in the center, you may hear or see something regarding the child of another family. If you have specific concerns, please address them appropriately with the staff. Respect the rights of families served in our program and do not discuss information with others.

Health Services

Dental Health Examinations:

Every child must have a complete oral exam completed by a dentist during his/her first 90 days of enrollment in the program. The Mitchell Tiger Cub Preschool prefers that the oral exam be completed before enrollment in the program.

Well-Child Examinations (Physical Exam):

Every child shall be up to date on his/her well-child examinations within 30 days of the start of the program. Please notify the teacher if you need assistance in finding a healthcare provider in the area. The Mitchell Tiger Cub Preschool prefers that the physical exam be completed before enrollment in the program.

Immunizations:

Every child is required to be up-to-date on his/her immunization series. If your child is not up-to-date on immunizations, within 30 days of enrollment, he/she will not be able to attend the center unless the immunizations are in the process of being updated. Mitchell Tiger Cub Preschool requires that a copy of the immunization record be submitted before enrollment in the program. If you need assistance in scheduling immunizations for your child, please contact the teacher as soon as possible. If your child does not receive immunizations for personal or religious practices, please notify the teacher to complete all necessary paperwork.

Vision Screening:

Every child will complete a visual acuity screening administered by a nurse within 45 days of the start of the program. Your child may be referred to a local eye doctor of your choice for follow-up treatment, depending on the results of the completed screening.

Growth Assessments:

Every child will complete height and weight measurements with a nurse within 45 days of the start of the program and periodically throughout his/her enrollment. This information will help us monitor your child's growth pattern throughout his/her participation in the program.

Lead Testing: Any child can be poisoned by lead with no symptoms until the poisoning is severe. Lead screening is typically completed in conjunction with your child's well-child exam at 12 and 24 months of age. A copy of those results needs to be included in your child's file with the preschool. You can obtain a copy from your doctor. If the test has never been done, ask your doctor to do the test now. Your child is required to have been tested for lead at least once by 24 months of age.

Behavioral Health

Behavioral Health or social-emotional development refers to how children get along with others and how they learn to express their emotions in healthy ways. A behavioral screening, the Ages & Stages Social-Emotional Questionnaire, is completed within 45 days of the child's enrollment. Parents are asked to answer questions about their child's behavior and social-emotional development.

The majority of behavior referrals are because children lack one skill- the ability to follow directions.

At Mitchell Tiger Cub Preschool, children are expected to follow directions from an adult the first time they are told- for their safety and learning, and that of others.

You can help at home!

- Teach your child that directions from an adult are not optional.
- Teach your child the skills "Look at the person, Say OK, and then do it."
- Expect your child to follow directions from you the first time they are given. No arguing.
- If your child does not follow your direction, use the phrase, "I'm going to ask you one more time and then..."

Behavioral problems in young children are not unheard of, as children of preschool age are learning how to cope with conflict, manage their emotions, and use communication skills to interact with people in their environment. Staff and classroom volunteers are expected to follow the Behavior Guidance Policy, which promotes positive behavior support and reinforces children to use positive strategies to manage their own behavior. While some children develop positive behavior management skills on their own, some children need specific teaching of social skills and strategies for getting along with others. For children who display difficulties with behaviors that affect the learning of others (including but not limited to hitting, damaging property, yelling, using curse words, or refusing to follow directions), preschool staff may use the following strategies for the child-

1. Completing a visual debriefing sheet with the child discussing the behavior and better, more positive choices.
2. Taking a break within the classroom to calm and think.
3. Practicing social scripts with an adult and a preschool peer.
4. Reading children's literature about good behavior choices.
5. Providing the child a break at home to calm down and think. In these cases, a parent, guardian, or responsible adult will be contacted to pick up the child. Once the child is calm, the child may return to preschool if preschool is still in session.

A behavioral health professional (Licensed Mental Health Practitioner) is contracted by ESU 13 Head Start Program and available to provide direct and indirect services to families, including:

- Direct services are provided through observing children in classrooms (at the request of the teacher or parent), consulting with parents, speaking to parent groups, and providing crisis intervention.
- Indirect services are provided through consultation with staff. The staff then shares the information with the parents.

If you are concerned about your child's behavior, contact the teacher or family advocate. The staff will contact the Behavioral Health Consultant or other school support staff, as needed, for consultation and/or meet with parents and staff. The team may also discuss whether the child needs evaluation to determine if the child has a disability.

A safe classroom is a must for learning to take place. Therefore, if a child is hurting other children or staff or threatens to hurt others, the parent(s) may be asked to meet with the staff and the Behavior Health Consultant to make a behavior plan. Family Advocates and the Behavior Health Consultant will work with parents who request mental health services.

Disabilities

The Ages & Stages Questionnaire will be completed for all children within 45 calendar days of enrollment to screen the child's development in the areas of Communication, Gross Motor, Fine Motor, Problem-Solving, and Personal-Social development. Speech (articulation) and hearing screenings will be completed within 45 calendar days of enrollment. Parents will be notified of screening results by letter. Some children may be re-screened at a later time. Questions regarding the screenings may be directed to the teacher, who may refer you to the certified professional who conducted the screening.

If developmental concerns exist, preschool staff will contact the parents. Parental permission must be given before a child is referred for further testing by the school district. After an evaluation, a Multi-Disciplinary Team (MDT) meeting is held to go over the results of the evaluation with the parents. During the MDT meeting, if it is determined that the child has a disability, another meeting is held to develop an Individual Education Program (IEP). This meeting will also include the parents.

Some children may have a Disabilities Service Plan, which provides strategies for meeting the special needs of children with disabilities and their parents. This plan is updated annually.

Child Find

Child Find is a community-wide effort to provide opportunities and possibly services for children with disabilities. Parents, educators, and members of the medical community take part in the program to locate and identify children who may have a disability.

Parents and community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision
- Speech-language skills
- Motor skills
- Thinking skills
- Social-Emotional skills

Child Find provides developmental screening and, when appropriate, comprehensive, multidisciplinary evaluation for children from birth to kindergarten age.

If you live within the Mitchell School District and have, or know of a child who may have a disability, contact the Special Services Director at 623-2235 (High School) or 623-2828 (Elementary)

Nutrition

Our preschool program receives federal monetary assistance to serve healthy meals to your children. As a part of this program,

- The children will receive nutritious meals and snacks. The menus will follow the *Dietary Guidelines for Americans*, indicating the food served must be high in nutrients and low in fat, sugar, and salt. Menus at parent activities will follow the same guidelines.
- Foods served to the children must be commercially prepared or inspected. The only foods that may be donated to the program are raw fruits and vegetables and prepared foods. This is to ensure the health and safety of children and staff in the center.
- A diet prescription for food allergies, milk intolerance, or other special diets is required to be submitted before the child attends preschool. In addition, when an enrolled child is placed on a diet in the middle of the school year, a written diet prescription signed by a physician is also required. The diet prescription should include the diagnosis and symptoms, along with suggested acceptable foods. Parents are encouraged to work closely with staff to find acceptable substitutes for problem foods.
- Food experiences are used throughout the year to introduce new foods to children, along with familiar foods served differently. Through cooking, children learn many concepts, including science, math, language, and social and motor skills. Good nutrition is discussed using the “My Plate” food pyramid.
- Effective dental hygiene is practiced after meals at the preschool.
- Physical activity is encouraged each day.
- Parents will be provided through parent meetings, community meetings, and newsletters of various nutritional information for the family.
- A Registered Dietitian is available to the program for consultation.

Asbestos

The Institute for Environmental Assessment has reviewed the buildings of Mitchell Public Schools and prepared an asbestos management plan identifying the presence of asbestos within District school buildings. A copy of this plan is maintained at the administrative office for each major building, describing the asbestos plan and the intended response. Under the present management plan, asbestos present in the buildings should not present a detectable risk to any building occupant. Mitchell Public Schools conducts periodic surveillance to provide a continuous assessment of asbestos-containing materials.

The detailed plan and updated information for each building and the entire district is open to public review and are located in the office of each building. If you have questions, please contact the District administration.

Discipline: Definitions and Procedures

State law gives administrators and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including but not limited to counseling, parent conferences, and/or requirements that a student remain in school before or after regular hours to do additional work.

Teachers, paraeducators, custodians, and all other staff members have the responsibility and authority to insist upon good discipline in the classrooms, school buildings, school grounds, and at school activities. Staff members who supervise students in the classroom, cafeteria, and playground will work to reward positive behavior when students exhibit it. When students exhibit inappropriate behavior, families will be consulted in order to ensure the safety of all children.

Good discipline begins in the home, where a child learns from his/her parents at an early age to develop self-control. This carries directly into his/her school behavior. Students are expected to conduct themselves in a manner that is acceptable for the activity in which they are involved, respect the rights of others, and obey safety rules and regulations.

Safe Walking

Protecting Young Pedestrians

Safe ride
news fact
sheet
Page 1



When a car hits a child, the result is deadly!

Most children are hit by vehicles near their home during the afternoon. A driveway, parking lot, or school bus stops can be dangerous.

Parents often think young children can cross streets themselves
Before they are really ready.

Why children are in danger from traffic

Research Shows:

- Children pay attention to only one thing at time. When playing they may forget about traffic.
- They often act without thinking.
- Children do not understand the danger of moving car. They cannot judge the speed of a vehicle coming toward them.
- When they see a car, they think that the driver sees them and can stop for them.
- They cannot judge where a sound is coming from.
- Because children are small, it is hard for drivers to see them.

Children can learn the steps of safe street crossing. However, they may not do what drivers expect when playing or in a confusing traffic situation.

Steps you can take to protect your children

Find safe play areas away from streets, driveways, or parking areas. Children need active outdoor play, but they are in danger near traffic. They may run into the street without warning.

Make sure an adult or teenager is with children under age 9 or 10 around traffic. Children may know how to be careful but they can easily forget (see left column). Do not expect children under age 11 or 12 to watch younger ones near the streets.

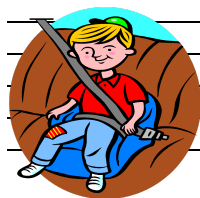
Say “no” when younger children beg to go places without an adult. Find safer ways to let them feel independent.

Teach your children to cross streets safely (see back). Show them that you cross streets safely too. They learn from watching you.

Decide when your older child (over age 9 or 10) is responsible enough to walk to places without an adult. Check out the routes to school, park, library, and friends’ houses. Make sure there are no serious hazards. (Use the Walk-able America Checklist—see Resources.)

Dress children in bright colors so drivers can see them easily.

Slow down when you are driving. Be cautious on neighborhood streets or near schools and playgrounds. Even a 5-mph lower speed can mean much less severe injury if a child is hit. Support citizen efforts to slow traffic on Local Streets.



Make Every Ride a safe ride



Always hold hands while crossing the street.

The danger for toddlers (1 to 3 years)

Being hit by a backing vehicle while playing in a driveway.
Wandering into the street while walking or playing.

Parent action for toddlers



Check behind your vehicle before you get into it, be sure that there are no children behind it. Find fenced places where children can play safely. Keep them away from streets, driveways, or alleys. Always hold hands with your child while walking and crossing

Danger for preschoolers (3-5 years)

Running suddenly into the road, alley or parking lot while playing.

Parent Action for Preschoolers

Find safe play areas for children, like a park or schoolyard. Keep a close watch on your children while they play! Hold hands while walking and crossing.

Dangers for early elementary children (ages 5-8)

Dashing into the street while playing or walking with friends.
Being expected to cross streets alone before they are able to do so safely. Even walking to and from school can be risky at this age.

Parent action for early elementary children

Practice Safe Street crossing together, and set a good example. If your child walks to school, make sure she goes with an adult or older child. If she walks with an older child (4th grade and older), check to make sure the older child is in control.

If your child takes a school bus, make sure an adult is at the school bus stop with him. A child could be hit by his own bus or a passing vehicle. Make sure they stay away from the street until the bus stops. If they must cross the street when leaving, make sure they follow the driver's directions. They should cross in front of the bus. Teach them to look for cars that pass illegally.

Danger for older elementary children (ages 9-12)

Taking risks while crossing as they gain more independence.
Dealing with confusing traffic situations, such as busy streets.

Parent action for older elementary children

Make sure your child can judge where and when to cross safely.

Make sure they know how to use traffic signals. Teach them to look over their shoulders for turning traffic at corners. Encourage children to take part in a school traffic patrol.

Steps of Safe Street Crossing

Practice with your child whenever you cross together.

- Stop at the edge of the street.
- If you are near a corner, go to the corner to cross.
- If there are parked cars or your view is blocked, move to where you can see and where drivers can see you.
- Look left-right-left to make sure no traffic is coming. If at a corner, also look over your shoulder for turning traffic.
- If a driver seems to be slowing down, look into his eyes. Make sure he sees you and stop before you cross.
- Walk-don't run- across when no traffic is coming, Looking left and right as you go.

*Children under 9 or 10 should always cross with an adult or responsible older child.

Resources

Walk-able America Checklist, available from National Highway Traffic Safety Administration, Traffic Safety www.traffic-safety.org

Pedestrian/bicycle Information Center, or [HYPERLINK "http://www.walkinginfo.org"](http://www.walkinginfo.org)
www.walkinginfo.org

Parent Handbook
Acknowledgment & Agreement

Signing this Acknowledgement & Agreement will confirm two very important responsibilities as a Parent or Guardian.

I acknowledge that I received my copy of the Parent Handbook.

Signature

Date

Signature

Date

I agree to follow the guidelines and policies outlined in this Parent Handbook.

Signature

Date

Signature

Date

Please see the link below for community resources by clicking on the “resource guide.”

<https://panhandlepartnership.com/>